

**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

1. Ministry: MIA			
2. Position Title: Senior Assistant Local Government Internal Auditor	3. Salary Level: L112-10	4. Division: Local Government Division	
5. Reports to: Director, Senior Local Government Internal Auditor, Local Government Auditor	6. Direct Reports: Assistant Local Government Internal Auditor		
7. Primary Objective of the Position: <ul style="list-style-type: none"> ▪ To ensure strict adherence to Local Government Financial Instructions through proper and timely maintenance of Council Island accounts, and provision of accurate financial reports for councils. 			
8. Position Overview			
9. Financial: Local Government Financial Instructions and Financial Regulations		10 Legal: Kiribati National Condition of Service/Local Government Act	
11. Internal Stakeholders: <ul style="list-style-type: none"> • Director LGD • SRO • SLGIA • LGIA 	12. External Stakeholders: <ul style="list-style-type: none"> • Public Servants • Island Councils • Mayors • Island Council Clerks 	To be referred to Secretary/Director <ul style="list-style-type: none"> • Implementation of delegated/assigned tasks including review of council estimates. • Investigation on discrepancies/malpractices detected during the course of routine examination of accounts. 	
Without referral to Director or Secretary: <ul style="list-style-type: none"> • Scrutiny of councils accounts for producing financial statements 			
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) <ul style="list-style-type: none"> ▪ KV20: Four Pillar ▪ KDP/KPA: 			

This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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<ul style="list-style-type: none"> ▪ MSP Outcome: ▪ Divisional Plan 			
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes	
1. Ensure that councils accounts are updated with one month in arrears.	<ul style="list-style-type: none"> • Routine examination of councils accounts • Preparation of council financial reports and statements 	<ul style="list-style-type: none"> ❖ Number of accounts duly examined ❖ Number of council financial statement prepared. 	
2. Queries are issued with follow ups for responses	<ul style="list-style-type: none"> • Issue queries and comments in regards of any issue/discrepancy detected during the routine examination. 	<ul style="list-style-type: none"> ❖ Number of queries and comments issued. 	
3. Ensure that councils have sound financial positions	<ul style="list-style-type: none"> • Provide comprehensive analysis of councils financial performance/progress 	<ul style="list-style-type: none"> ❖ Number of analysis on council financial performances. 	
4. Proper and timely reporting on council financial matters/issue	<ul style="list-style-type: none"> • Assist with review and scrutiny of council draft estimates 	<ul style="list-style-type: none"> ❖ Number of draft estimates reviewed 	
5.	<ul style="list-style-type: none"> • Any other duties as may be assigned by Senior Responsible Officer 	<ul style="list-style-type: none"> ❖ Assigned responsibilities/ tasi should be completed as planned 	
14. Key Challenges		15. Selection Criteria	
<ul style="list-style-type: none"> - Dealing with Council on Council financial matters. - Meeting the requirement and need of local government financial issues. - Telecommunications issues - Being away from family for one or two weeks on auditing and other overseas training. 		<p align="center">15.1 PQR (Position Qualification Requirement):</p> <ul style="list-style-type: none"> - Diploma in Accounting or Management or related discipline <p align="center">OR</p> <ul style="list-style-type: none"> - Certificate in Accounting/MGT/Economics with 2 years work experience. <p align="center">OR</p> <ul style="list-style-type: none"> - Form 7 with 5 years experience in auditing 	

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	<p>15.2 Key Attributes (Personal Qualities):</p> <p>Knowledge</p> <ul style="list-style-type: none">- Must be able to communicate well in both I-Kiribati and English should possess some library skill and be computer literate.
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