

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: MFED		
2. Position Title: Assistant Island Council Treasurer	3. Salary Level: L14-12	4. Division: Treasury Division
5. Reports To: <ul style="list-style-type: none"> • Treasurer • Island Council Clerk = In the absence of Treasurer • Senior Accountant – Treasury Exam Unit • Accountant – Treasury Exam Unit 	6. Direct Reports: <ul style="list-style-type: none"> • Nil 	
7. Primary Objective of the Position: <ul style="list-style-type: none"> • To assist the Treasurer in safeguarding, keeping and maintaining financial records, accounts and State Fund. 		
8. Position Overview		
9. Financial: <ul style="list-style-type: none"> • Range from \$ 9,193.60.00 to \$ 13,013.00 	10. Legal: <ul style="list-style-type: none"> • Outer Island State Fund Manual • Financial Regulations 1979/2011 • Procurement Act 2002 • Public Finance (Control and Audit) Ordinance (Cap 79) 	
11. Internal Stakeholders: <ul style="list-style-type: none"> • Permanent Secretary • Accountant General • Senior Accountant • Accountant • Island Council Clerk • Treasurer <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Status on monitoring and controlling of Budget • Status on Outer Islands’ State Fund • Revenue and expenditure inspections • Report to the Accountant General any defects of the State Fund accounting systems. • Constructive suggestions for systems improvement 	12. External Stakeholders: <ul style="list-style-type: none"> • State Owned Entities • Private companies • Public servant • General Public <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Customer service issues • Receipt and Payment issues 	

This is position description provides a comprehensive, 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"> • Issues beyond the Treasurer's capacity 		
13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan) <ul style="list-style-type: none"> ▪ <i>KDP/KPA: KPA 1: Human Resource Development</i> ▪ <i>MOP Outcome: KPA 1: Human Resource Development 1.5</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Financial Activities	<ol style="list-style-type: none"> 1) Receipt all State Fund revenues due for collection. 2) Receipt all Arranged Deposits approved by AcG once in a month. Return on such deposits is not the responsibility of the Assistant Treasurer or Treasurer. 3) Receipt remitted Telmos and pay out in-coming Telmos using on-line/off-line systems. 4) Receipt back uncollected moneys etc 5) Verify and certify all vouchers issued from time to time. 6) Check and settle invoices, debit notes and claims in relation to the State Fund. 7) Process State Fund payment vouchers. 8) Control, update and maintain departmental warrants vote book. 9) Pay all passed and authorised State Fund related payments. 10) Enter all State Fund transactions into a cash book on a daily basis. 11) Provide all Banking (Deposits/Withdrawals) activities on the island. All Pass Book withdrawals have to provide balance confirmation from ANZ Bank. 12) To apply for/retire standing imprest whenever required/instructed by the Treasurer 13) Close off State Fund account at the end of each month. 14) Prepare and provide Banking Returns to the ANZ Bank. 15) Prepare and provide Telmo Returns to Postal Office. 16) Safekeeping of assets entrusted to him/her. 17) Posting into the State Fund Database/Systems. 18) Any other duties/tasks given by the Accountant General/Supervisors through the Treasurer to perform from time to time. 	<p>Day to day:</p> <ul style="list-style-type: none"> • All State Fund receipts and payments are accounted for. • State Fund Database/Systems updated daily. <p>Monthly Reports:</p> <ul style="list-style-type: none"> • Ensure that State Fund accounts reached MFED by 7th of the month. • All Returns submitted as per request. • Assets are properly managed and well looked after. • Timely Report on Excessive Withdrawals and Arrears of Revenue. • Maintain minimum order level for stationeries/supplies.
Clerical Activities	<ol style="list-style-type: none"> 1) Controlling the Accountant General's registered mails 2) Keeping a record of Returns. 	<p>Day to day:</p> <ul style="list-style-type: none"> • To keep track of the whereabouts of all Returns.

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Supervision	1) Assist and supervise Officers/Council Staff engaged in their line of work	• Daily and when required
10. Key Challenges		
<p>Officer is expected to:</p> <ul style="list-style-type: none"> • Station at Outer Island • Carry out his/her work efficiently and effectively • Willing to perform extra duties during and after working hours • Collaborate with the Treasurer and Island Council's office 		
11. Selection Criteria		
11.1 PQR (Position Qualification Requirement):		
Education:		
<ul style="list-style-type: none"> • Accounting Certificate (minimum 10 units) OR • Form 7 with passes in Accounting and Mathematics OR • Form 6 with passes in Accounting and Mathematics 		
Experience:		
<ul style="list-style-type: none"> • Accounting Certificate with 2 years in the Accounting field OR • Form 7 with 3 years in the Accounting field OR • Form 6 with 5 years in the Accounting field 		
Job Training: on the job		
11.2 Key Attributes (Personal Qualities):		
Knowledge		
<ul style="list-style-type: none"> • Computer and electronics • Customer and Personal Services 		
Attributes		
<ul style="list-style-type: none"> • Mature, reliable, responsible and having absolute honesty; • Willing to train and develop accounting skills when opportunities arise. 		

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