

**GOVERNMENT OF KIRIBATI**  
**POSITION DESCRIPTION**

<b>1. Ministry: MFED</b>		
<b>2. Position Title:</b> Assistant Accountant	<b>3. Salary Level:</b> L12-11/10	<b>4. Division:</b> Accounting Division
<b>5. Reports To:</b> Accountant Senior Accountant Deputy Accountant General	<b>6. Direct Reports:</b> Account Officers	
<b>7. Primary Objective of the Position:</b> i) To assist the OIC in planning and managing staff and other resources in that section; ii) To carry out duties as directed by the OIC and other senior staff		
<b>8. Position Overview</b>		
<b>9. Financial:</b> Range from \$ ___ or more	<b>10. Legal:</b> Financial Regulation 1979/2011 Procurement Act 2002 Public Finance (Control and Audit) Ordinance (Cap 79)	
<b>11. Internal Stakeholders:</b> Permanent Secretary Accountant General Senior Accountant  To be referred to Manager: Budget monitoring and controlling Outer Islands' State fund Account monitoring Revenue inspection Queries that need higher authority's discretion	<b>12. External Stakeholders:</b> State Owned Entities Private companies Public servant General Public  To be referred to Manager Customer service issues Payment issues Imprest and travelling claims issues	

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<b>13. KEY ACCOUNTABILITIES</b> <i>(Include linkage to KDP, MOP and Divisional Plan)</i>		
<ul style="list-style-type: none"> <li>▪ <i>KDP/KPA: KPA 1:Human Resource Development</i></li> <li>▪ <i>MOP Outcome: KPA 1: Human Resource Development 1.5</i></li> </ul>		
<b>Key Result Area/Major Responsibilities</b>	<b>Major Activities/Duties</b>	<b>Performance Measures/Outcomes</b>
Financial Activities	<ol style="list-style-type: none"> <li>1) Maintain and control the No.1 Bank Statement and preparing Direct Bank Debits</li> <li>2) Maintain and control overseas payment with BOK received by Ministries/Divisions</li> <li>3) Maintain and control the Vote Book for the Accounting Division</li> <li>4) Prepare Local Purchase Orders for goods and Services required by the Accounting Division</li> <li>5) Check and settle invoices and debit notes in relation to Accounting Division purchases</li> <li>6) Reconcile recurrent expenditure in the AD vote book with the monthly print out from the financial ledger</li> <li>7) Issue special imprest to staff in MFED, including line Ministries; and to issue reminders regarding outstanding imprests</li> <li>8) Maintain the stores ledger for the Accounting Division</li> <li>9) Collect and distribute Finance staff salaries on pay days</li> </ol>	<p>Day to day:</p> <ul style="list-style-type: none"> <li>- All imprest and salary advance are paid and accounted for</li> </ul> <p>Monthly reports:</p> <ul style="list-style-type: none"> <li>- Ensure that all direct Bank Debit are accounted on a monthly basis</li> <li>- Bank Reconciliation</li> <li>- Reconciliation of revenue and expenditure against budgets</li> <li>- Input of state fund accounts</li> </ul>
Clerical Activities	<ol style="list-style-type: none"> <li>1) Controlling the opening of Accountant General's registered mails</li> <li>2) Keeping a record of rejected PVs</li> </ol>	<p>Day to day:</p> <ul style="list-style-type: none"> <li>- Ensure that all queries from customers are attended on that day or a week depending on the nature of the query. For instance: the query relates to outer island account or previous years accounts</li> </ul>
Supervision	<ol style="list-style-type: none"> <li>1) Assist and supervise Account Officers on their work</li> </ol>	Daily and when required

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<b>10. Key Challenges</b>	<b>11. Selection Criteria</b>
<p>Officer is to:</p> <ul style="list-style-type: none"> <li>- Ensure to carry out his/her work efficiently and effectively to produce a quality of work;</li> <li>- Willing and able to be more than most to assume additional duties even if it is beyond his/her assignment and working hours.</li> </ul>	<p><b>11.1 PQR (Position Qualification Requirement):</b>  <b>Education:</b> Certificate in Accounting/Business Certificate with 2 years' work experience in the Accounting field.</p> <p><b>Experience:</b> 2 years' in the Accounting field</p> <p><b>Job Training:</b> on the job</p> <hr/> <p><b>11.2 Key Attributes (Personal Qualities):</b>  <b>Knowledge</b>            Computer and electronics            Customer and Personal Service</p> <p><b>Attributes</b></p> <ul style="list-style-type: none"> <li>• Mature, reliable, responsible and having absolute honesty;</li> <li>• Willing to train and develop accounting skills when opportunities arise.</li> </ul>

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