

**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

1. Ministry: MFED	
2. Position Title: Assistant Accountant	3. Salary Level: L12-11/10
4. Division: Accounting Division	
5. Reports To: Accountant Senior Accountant Deputy Accountant General	6. Direct Reports: Account Officers
7. Primary Objective of the Position: 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	
8. Position Overview	
9. Financial: Range from \$ ___ or more	10. Legal: Financial Regulation 1979/2011 Procurement Act 2002 Public Finance (Control and Audit) Ordinance (Cap 79)
11. Internal Stakeholders: 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	12. External Stakeholders: State Owned Entities Private companies Public servant General Public To be referred to Manager Customer service issues Payment issues Imprest and travelling claims 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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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) Maintain and control the No.1 Bank Statement and preparing Direct Bank Debits 2) Maintain and control overseas payment with BOK received by Ministries/Divisions 3) Maintain and control the Vote Book for the Accounting Division 4) Prepare Local Purchase Orders for goods and Services required by the Accounting Division 5) Check and settle invoices and debit notes in relation to Accounting Division purchases 6) Reconcile recurrent expenditure in the AD vote book with the monthly print out from the financial ledger 7) Issue special imprest to staff in MFED, including line Ministries; and to issue reminders regarding outstanding imprests 8) Maintain the stores ledger for the Accounting Division 9) Collect and distribute Finance staff salaries on pay days 	<p>Day to day:</p> <ul style="list-style-type: none"> - All imprest and salary advance are paid and accounted for <p>Monthly reports:</p> <ul style="list-style-type: none"> - Ensure that all direct Bank Debit are accounted on a monthly basis - Bank Reconciliation - Reconciliation of revenue and expenditure against budgets - Input of state fund accounts
Clerical Activities	<ol style="list-style-type: none"> 1) Controlling the opening of Accountant General's registered mails 2) Keeping a record of rejected PVs 	<p>Day to day:</p> <ul style="list-style-type: none"> - 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
Supervision	<ol style="list-style-type: none"> 1) Assist and supervise Account Officers on their work 	Daily and when required

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