

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Internal Affairs		
2. Position Title: Island Council Treasurer	3. Salary Level: L14-12	4. Division: Local Government Division
5. Reports to: Urban Council Clerk and DLGD	6. Direct Reports: Council Finance Clerk	
7. Primary Objective of the Position: To assist in keeping and maintaining financial records and accounts of Island Councils.		

8. Position Overview	
9. Financial: N/A	10 Legal: Local Government Act, Financial Regulation, Local Government Financial Instruction, Kiribati National Conditions of Service 2012.
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • Urban Council Clerk • Council Finance Clerk • Director, Local Government <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Financial and administrative advices • Execution of routine daily financial transactions and preparation of Council financial reports. • Advice on economical application of funds and use of scarce resources. 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • Mayor and Island Councilors <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Appropriation of accounts • Commitment of funds • Preparation and Reporting of monthly financial report with regards to the Island Fund.

This 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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13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)		
<ul style="list-style-type: none"> ▪ <i>KV20: Four Pillar</i> ▪ <i>KDP/KPA:</i> ▪ <i>MSP Outcome:</i> ▪ <i>Divisional Plan</i> 		
Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
1. Accounting records are always updated and maintained regularly (proper maintenance of state fund)	<ul style="list-style-type: none"> a. Provides timely financial reports of Council fund. b. Proper maintenance of Council accounts/records. c. Provide financial advice to Finance Committee and full council d. Perform Bank reconciliation and provide Bank reconciliation statements. e. Maintain vote books and ledgers 	<ul style="list-style-type: none"> - Number of financial reports produced. - Update records of accounts - Timely production of financial advice/reports - Timely bank reconciliation produced for each month. - Updated records and database

14. Key Challenges	15. Selection Criteria
<ul style="list-style-type: none"> • Financial Hardships • Poor presentation of Financial reports for Councils. 	<p>15.1 PQR (Position Qualification Requirement):</p> <p>Qualification</p> <ul style="list-style-type: none"> - Form 7 with passes in Mathematics and Accounting. <p>Experience:</p>

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	- Nil
	15.2 Key Attributes (Personal Qualities): <ul style="list-style-type: none">• English Language• Customer Service

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