GOVERNMENT OF KIRIBATI

POSITION DESCRIPTION

1. Ministry: MFED		
2. Position Title: Account Officer	**3. Salary Level:** L18-15/14-12	**4. Division:** Accounting Division
5. Reports To: Assistant Accountant Accountant Senior Accountant	**6. Direct Reports: Nil**	
7. Primary Objective of the Position: To ensure that the Ministry exercises proper financial management and control with regard to its functions.		
8. Position Overview		
9. Financial: Range from $ 5,122.00 or more	9. 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 Officer In Charge To be referred to Manager: Complex queries and/or complaints Cash book maintenance Returns to Revenue Section Bus ticket-register plus other register	12. External Stakeholders: State owned Entities Private Companies Public Servants General Public To be referred to Manager: Payments, Revenue Collection	

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)***

- ***KDP/KPA: KPA 1:Human Resource Development***
- ***MOP Outcome: KPA 1: Human Resource Development 1.5***

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Financial Activities	1. Processing of payment vouchers for settlements of invoices 2. Preparation of payroll amendment Forms for input to MFED Salaries section and prepare Payment Vouchers for such. 3. Submission of NPF for employees, who are not paid by computer, every six months to MFED Accounting Division, including submission of returns or tax each year for employees who are not paid by computer NPF as stated in 6 above. 4. Maintenance of payroll records for Ministry employees. Prompt investigation and resolution of payroll queries on behalf of staff 5. Calculation of wages and salaries for staff who have not been paid by computer payroll system (e.g. Temporary employees, trainee nurses, new starters transferees) 6. Assist in the collection of fortnightly cash salaries and payslips from MFED, counting and sorting into pay packets of cash paid employees, and correct distribution of pay packets to employees 7. Collection of government revenue. This includes the receipt and safe custody of cash and cheques received, ensuring that revenue is correctly receipted and coded 8. Banking of revenue daily or weekly and preparation of Form As for submission to OIC for checking before sending to Revenue Section, MFED 9. Maintaining the Revenue Votes Ledger so that it is always up-to-date and accurate 10. Ensuring that all revenue is entered into its correct votes ledger	Day to day: - Attend query in that day or the day after; - All payment Vouchers are delivered to MFED as schedule Daily/Weekly: - Submission of Form As to MFED Monthly: - Reconciliation of recurrent expenditure, revenue and Below-the-Line
Administrative Activites	1. Advising Ministry staff on preparation of Special Imprest documentation and preparing travel claims	When required and due
Clerical Activities	1. General filing duties and particularly the proper recording of PV copies 2. Delivery of accounting documents to MFED	Daily and if required
Supervision	N/A	N/A

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10. Key Challenges	11. Selection Criteria
Officer is to: - 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 additionally duties even if beyond his/her assignment and working hours.	**11.1 PQR (Position Qualification Requirement):** **Education:** - Form 7 or 6 Commerce with passes in Accounting, Mathematics and English OR - Form 5 with B grade in accounting and passes in English and Mathematics. **Experience:** N/A **Job Training:** N/A
	11.2 Key Attributes (Personal Qualities): **Knowledge** - Computer and Electornics - Customer and Personal Services **Attributes** • Reliable and responsible and having absolute honesty; • Willing to train and develop accounting skills when opportunities arise • Able to work well in a team

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