

## Government of Tuvalu — Job Description



Position Title:	Local Government Financial Officer	
Band and Salary:	T1 – T3	\$15,448 - \$29,287
Ministry and Department:	Ministry of Home Affairs, Climate Change and Environment	Department of Home Affairs
Location:	Funafuti	
Reports to:	Director	

### JOB PURPOSE:

To facilitate and support Local Government development.

### KEY RESPONSIBILITIES:

1. Coordinate the Kaupule Project budget.
2. Monitor Kaupule monthly accounts.
3. Manage monthly cash movement.
4. Develop and implement a training program for the Falekaupule and Kaupule.

### MAIN DUTIES AND OUTCOMES:

- 1.1. Develop and implement Kaupule projects.
- 1.2. Prepare research in identifying revenue and expenditure on the islands.
- 2.1. Ensure checking Kaupule monthly accounts source documents such as receipts, payment voucher, schedule or receipts/payments vouchers and trial balance.
- 2.2. Prepare monthly account on error finding during the checking of monthly accounts.
- 3.1. Ensure to report any misuse of Kaupule fund by Kaupule staffs.
- 3.2. Facilitate and issue grant monies for approved project
- 3.3. Monitor the Falekaupule Trust Fund expenditure.
- 3.4. Collect Kaupule monthly accounts and spot check to ensure appropriate expenditure of funds

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4.1 Consult with Falekaupule and Kaupule on required training needs, including the development of annual training plan.

4.2 Deliver the training requirements including, Financial management, Project management, Local Elected Leadership, and other training as requested.

### MANDATORY REQUIREMENTS:

Degree in Project Management, Development Studies, Finance, Accounting and Financial Management, or other relevant disciplines (Human Resource Management, Public Administration, Governance and Development Studies) with minimum of 3 years' experience in Local Government Administration.

### DESIRABLE REQUIREMENTS:

- Very good written and oral communication skills (Tuvaluan and English);
- Ability to function effectively in a multidisciplinary team;
- Ability to engage with a range of stakeholders;
- Excellent time management and organization skills;
- High-level of attention to detail in all activities;
- Possesses strong leadership qualities;
- Ability to maintain discretion and confidentiality at all times;
- Excellent computer literacy skills (including Word, Excel, PowerPoint, Outlook and the Internet (for research purposes);
- High level interpersonal, leadership, representation and communication skills', and High-level integrity and confidence.

Previous experience in Local Governance and Rural Development sector

- High-level project management experience
- Good written and oral communication skills (Tuvaluan and English) e High-level representational and liaison skills in a cultural environment High-level attention to detail and accuracy
- Excellent excel spreadsheet and computer skills
- Sound time management skills

**IMPORTANT NOTICE**

**Applicants through their applications MUST:**

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application check list.

It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.