



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: Assistant Commissioner of Revenue Audit

DEPARTMENT: Inland Revenue

MINISTRY: Ministry of Finance, Investment and Trade

LOCATION: Providenciales

JOB SUMMARY:

To lead the Audit Section of the Inland Revenue Department (IRD) to ensure it contributes effectively to the department's strategic vision, enhances voluntary tax compliance, and supports the timely and accurate collection of revenue for the Government of the Turks and Caicos Islands.

TASKS AND RESPONSIBILITIES:

1. Strategic and Operational Leadership:

- Develop and implement audit strategies, operational plans, and procedures to ensure the Audit Section functions effectively and efficiently in accordance with relevant tax legislation.
- Provide administrative input on tax policy and contribute to departmental strategic planning.
- Ensure audit findings are acted upon and corrective measures are instituted.
- Monitor Revenue Court cases and guide strategies for legal outcomes aligned with departmental policies.
- Review and update the IRD Audit Manual and develop standardized audit policies and guidelines.

2. Staff Management and Development:

- Provide leadership, supervision, and guidance to audit staff in line with the IRD's policies and objectives.
- Conduct regular evaluations of staff performance and provide mentorship to strengthen technical competence.
- Coordinate the identification of training needs and facilitate continuous professional development opportunities.
- Prepare annual objectives and ensure timely completion of performance assessments.

3. Performance Monitoring and Reporting:

- Establish and monitor key performance indicators (KPIs) for audit operations.
- Analyze performance data to assess unit effectiveness and recommend improvements.
- Ensure accurate and timely submission of reports to the Deputy Commissioner.





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- Maintain up-to-date statistical records and manage case allocation based on risk assessments.

4. Legislative and Policy Implementation:

- Recommend legislative changes based on emerging trends, risk profiles, and operational findings.
- Develop and implement operational guidelines in response to new or amended tax laws.
- Participate in research studies and policy development to support continuous modernization of audit practices.

4. Stakeholder Engagement and Interagency Collaboration:

- Collaborate with other government departments (e.g. Customs, Immigration) to conduct joint audits and investigations.
- Represent the IRD at local, regional, and international tax forums and seminars.
- Build and sustain constructive relationships with private sector stakeholders and industry representatives.
- Provide advisory support to taxpayers on objections and appeals processes.\

5. Administrative Functions:

- Ensure implementation of work plans and compliance with audit policies.
- Serve as Acting Commissioner of Revenues when required.
- Perform other duties as assigned by the Deputy Commissioner or Commissioner of Revenues.

MINIMUM QUALIFICATIONS & EXPERIENCE:

QUALIFICATIONS and EXPERIENCE:

Qualifications:

- Bachelor's Degree in Accounting, Economics, or a related field.
- A professional accounting designation (e.g., CPA, ACCA, CA) is highly desirable.

Experience:

- At least eight (8) years' experience in tax administration, with a minimum of four (4) years in audit leadership or management.
- Experience in financial crime investigation or forensic auditing is an asset.

SALARY: Grade - 8.1 - \$64,985.00 per annum





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APPLICATION PROCEDURE

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Current serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

