



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

## GOVERNMENT VACANCY

**JOB TITLE:** Data Financial Analyst

**DEPARTMENT:** Inland Revenue

**MINISTRY:** Ministry of Finance, Investment and Trade

**LOCATION:** Providenciales

### **JOB SUMMARY:**

To support the administration of tax legislation and the implementation of government revenue policies by leveraging financial and data analysis tools to ensure accurate tax reporting, effective forecasting, policy evaluation, and maximization of tax compliance and revenue for the Turks and Caicos Islands Government (TCIG).

### **TASKS AND RESPONSIBILITIES:**

#### **1. Strategic Planning and Analysis**

- Assist in the development and implementation of the Strategic Plan for the Inland Revenue Department (IRD), ensuring alignment with TCIG's broader fiscal objectives.
- Create and manage financial and data models to support policy development, forecasting, and performance tracking.
- Analyze economic and tax data to evaluate the effectiveness of revenue policies and make recommendations for improvement.
- Assist in Preparing Cabinet Papers, policy briefs, and technical reports.

#### **2. Revenue Administration and Budgeting**

- Support the preparation and monitoring of annual revenue and expenditure budgets for the IRD.
- Develop and refine performance indicators and track departmental performance against targets.
- Conduct variance analysis and advise on corrective actions.
- Prepare detailed revenue projections and fiscal models using available statistical and economic data.

#### **3. Operational Oversight and Compliance**

- Supervise the analysis and processing of Business Licences and coordinate key operational activities.
- Liaise with other revenue-generating departments to ensure integrated and consistent tax enforcement.
- Identify and analyze trends in taxpayer non-compliance and propose strategic responses.







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- Recommend and help implement legislative and procedural changes based on identified compliance gaps.
- Conduct tax gap analysis
- Lead on systems Data extraction
- Create queries to interrogate the system

## 4. Resource Planning and Management

- Forecast financial and human resource needs in support of strategic initiatives.
- Monitor the use of financial and manpower resources and ensure alignment with planned activities.
- Participate in departmental succession planning and contribute to workforce development initiatives.

## 5. Staff Development and Performance Management

- Support the development of annual performance objectives for IRD staff.
- Assist in coordinating training, technical support, and resources required for efficient job performance.
- Ensure performance appraisals are completed on time and align with strategic goals.

## 6. Policy Implementation and Legislative Reform

- Conduct data-driven investigations into tax administration issues and report on findings.
- Support the drafting of policy amendments and operational reforms to address inefficiencies.
- Recommend changes to tax laws to close loopholes or address emerging challenges.

## 7. Stakeholder Engagement and Interagency Collaboration

- Coordinate with departments such as Customs, Lands, Immigration, and Treasury for joint compliance efforts.
- Represent the IRD in intergovernmental and stakeholder meetings, both locally and internationally.
- Advise taxpayers and stakeholders on procedures relating to tax compliance, objections, and appeals.

## 8. Administrative Duties

- Ensure timely implementation of operational plans and compliance with all relevant laws and protocols including SIGTAS and Smart Stream.
- Perform other duties as may be assigned.







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## **MINIMUM QUALIFICATIONS & EXPERIENCE:**

### **QUALIFICATIONS and EXPERIENCE:**

- Bachelor's or Master's Degree in Accounting, Computer Science, Data Analysis, Economics, Business Administration, Finance, or a related field.

- At least five (5) years of experience in financial analysis, budgeting, tax administration, or auditing, including managerial responsibilities.

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

### **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.***

