



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE: Director of Financial Transactions and Information Exchange

MINISTRY Ministry of Finance, Investment & Trade

DEPARTMENT: Financial Transactions and Information

LOCATION: Grand Turk

JOB SUMMARY:

This is a senior position that will report to the Permanent Secretary Finance and acts as the official liaison for the exchange of tax-related information with foreign jurisdictions. This role ensures compliance with international tax agreements, conventions and standards, including the OECD Common Reporting Standard (CRS), Economic Substance and Tax Information Exchange Agreements (TIEAs). The authority reviews, evaluates and authorizes requests for information, while safeguarding taxpayer confidentiality and ensuring transparency in cross-border tax matters. The role will be responsible for the full range of competent authority functions, including the implementation of new agreements, the execution of requests, the making of judicial applications, and the handling of legal issues arising from any aspect of the competent authority's work. Aspects of the post will also include the consideration of both legal and practical implementation issues relating to new and ongoing international developments, such as the OECD peer review process, and other initiatives including the implementation of FATCA – Foreign Accounts Tax Compliance Act – US.

The post holder will be expected to plan, prioritize and execute his / her duties within the broad parameters outlined in the unit mandate. He /she must be able to adopt a flexible approach to the exigencies of working in a demanding and critical area of international cooperation. The post holder will require to undertake his / her duties in accordance with the time and procedural constraints stipulated in the legal framework within which the unit operates.





HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

TASKS AND RESPONSIBILITIES:

Information Exchange & Coordination

- Serve as the primary point of contact for incoming and outgoing international tax information requests.
- Coordinate with foreign tax authorities to facilitate timely and accurate information exchange.
- Assess requests for validity, relevance, and compliance with applicable agreements and legislation.

Compliance & Governance

- Ensure all exchanges comply with domestic tax laws, international agreements and confidentiality requirements.
- Review and implement OECD and other international standards for tax transparency and reporting.
- Monitor adherence to deadlines, documentation standards, and procedural requirements.

Decision-Making & Oversight

- Approve or reject requests for information based on legal, procedural and policy considerations.
- Resolve disputes or challenges arising from information requests or transmissions.
- Maintain records of all exchanges, decisions, and related correspondence for accountability and audit purposes.

Advisory & Reporting

- Provide guidance to domestic tax authorities on handling international requests.
- Prepare reports on trends, compliance, and issues in cross-border tax information exchange.
- Advise government authorities on improvements to policies and frameworks for international cooperation.
- drafting formal legal notices, including specific details of information to be produced, and drafting other formal legal documents in connection with the execution of requests;
- dealing with legal queries and interpretation issues arising from the agreements, the regulations and the guidance notes.





HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

Stakeholder Communication

- Liaise with domestic ministries, tax authorities, financial institutions and international organizations.
- Represent the jurisdiction in international forums, working groups, or meetings on tax transparency.

PERFORMANCE STANDARDS:

The incumbent is deemed to be performing his / her duties effectively when:

Timeliness

- Respond to incoming international tax information requests within legally mandated or agreed deadlines (e.g., 90 days for routine requests, as per OECD guidelines).
- Ensure outgoing requests to foreign jurisdictions are submitted promptly with complete documentation.
- Track all cases to avoid delays or backlogs in information exchange.

Expected Standard - $\geq 95\%$ of requests responded to within the standard timeframe.

Accuracy & Compliance

- Verify that all exchanged information is complete, accurate, and consistent with domestic tax laws and international agreements (TIEAs, CRS, FATCA).
- Ensure all actions comply with confidentiality requirements and legal frameworks.
- Maintain proper records of decisions, exchanges, and communications.

Expected Standard - 100% compliance with domestic/international legal standards; $\leq 2\%$ error rate in transmitted data.

Quality of Decision-Making

- Approve or reject information requests based on sound legal, procedural, and policy considerations.
- Document clear justifications for decisions to support accountability and audits.
- Minimize disputes or requests for reconsideration by providing clear guidance and decisions.

Expected Standard - $\leq 5\%$ of decisions challenged or returned for clarification.





HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

Stakeholder Engagement & Communication

- Maintain proactive communication with domestic tax authorities, foreign competent authorities, and relevant stakeholders.
- Provide timely advisory guidance to domestic agencies on handling international requests.
- Represent the authority in international forums effectively and professionally.

Expected Standard - Positive feedback from stakeholders $\geq 90\%$ in annual surveys.

Continuous Improvement & Professional Expertise

- Keep updated on changes in international tax law, OECD guidelines, and best practices in information exchange.
- Implement improvements in processes, workflows, and IT systems for efficient information management.
- Conduct internal training and awareness sessions for staff handling international requests.

Expected Standard - At least 1 process improvement initiative implemented per year; mandatory training completed on time.

Confidentiality & Integrity

- Ensure absolute confidentiality of taxpayer and jurisdictional data.
- Avoid unauthorized disclosures or breaches.
- Uphold the highest ethical and professional standards in all interactions.

Expected Standard - Zero incidents of confidentiality breaches.

MINIMUM QUALIFICATIONS & EXPERIENCE:

KNOWLEDGE AND SKILLS:

- Budgetary planning and control
- Financial planning
- Management Information Systems
- Team leadership





HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

Qualifications:

- Advanced degree in law, taxation, international relations, or public administration.
- Extensive knowledge of international tax law, treaties and information exchange mechanisms.
- Minimum 5–10 years of experience in.

Experience:

The position requires at least five (5) years on the job experience with at least three (3) years at a professional level to acquire the competencies necessary to respond to the challenges of the functions. The Experience should include span:

- Tax Administration
- International Compliance
- Regulatory Affairs Policy Implementation
- Project Management
- Budgetary Control
- Team Leadership
- Report Writing
- Banking

SALARY: Grade 10.1 - \$87,398.00 per annum

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.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, and Grand Turk.

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.





HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

