



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 - Compliance

MINISTRY: Finance, Economic Development, Investment & Trade

DEPARTMENT: Inland Revenue

LOCATION: Providenciales

JOB SUMMARY:

PURPOSE OF JOB:

Under the direct Supervision of the Deputy Commissioner-Operations, the Assistant Commissioner-Compliance is responsible to ensure individuals/companies adhere to the TCI tax laws and regulations in the payment of their tax obligations. The Assistant Commissioner provides oversight on compliance assessments and implements measures to collect revenue.

KEY DUTIES AND RESPONSIBILITIES:

Technical/Professional Responsibilities

- Prepare plans and strategies for improving Tax Compliance and overall tax collections;
- Develop systems or mechanisms to track filing rates, payment rates and arrears and non-filer detection across all tax types;
- Maintain a tax compliance and collection SOP manual and produce guidelines for officers and taxpayers to follow;
- Train and guide officers in tax laws and IRD collection procedures;
- Evaluate tax officer's performance, assess staff requirements and report to the Deputy Commissioner any proposed revisions of the Branch objectives as necessary;
- Obtain statistics on collection cases/outstanding taxes from the tax system;
- Prepare warning letters and relevant forms under tax recovery procedures for transmission to the Attorney General Chambers for the recovery of unpaid taxes;





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- Assist on special research studies in areas of concern and taking appropriate decisions;
- Assist in the development and institution of operational procedures and draft amendments to ordinances to deal with new and emerging situations;
- Assist in the planning and implementation of organisational changes;
- Provide technical advice;
- Manage compliance relationships with key economic sectors and high net worth individuals;
- *Liaise with Government Departments such as Customs, Immigration, etc to coordinate joint approaches to revenue collection;*
- *Coordinate joint compliance initiatives with other Government Departments as required.*

Management/Administrative Responsibilities

- Ensure that the annual performance objectives of the Branch is based on the operational plan for each staff member at the beginning of each fiscal year;
- Review reports on the Branch's results to meet the objectives, and take corrective action as required;
- Provide direction for analysis and research efforts including; (i) recording and reporting on tax arrears, identifying late filers and other delinquent taxpayers; (ii) assisting with identifying trends in non-compliance; (iii) preparing statistical records on Compliance and collection;
- Provide guidance and direction to team members concerning the interpretation and application of legislation, rulings, policies and directives and ensuring there are approved operational manuals available.

Human Resources Responsibilities

- Ensure that the Branch's technical competence and professional standards are maintained and developed;
- Recommend actions to obtain additional staff and specialists from other operational/functional units when needed, and participate on selection boards;
- Ensure that periodic and annual employee performance assessments against objectives are adequately completed for each staff member at the end of each agreed upon period, but in any event, no later than the end of the fiscal year;
- Identify training and development needs to optimise performance, recommend a formal training plan and coordinate formal, on-the-job and rotational training assignments for staff;





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- Explore and recommend opportunities for improved managerial and operational effectiveness.

Other Responsibilities

- Perform any other duties that may be required.

MINIMUM QUALIFICATIONS & EXPERIENCE

- Post Graduate Degree in Management, Finance or Audit;
- Minimum of seven (7) years' working experience in Tax Administration of which four (4) years should be at the Supervisory/Managerial level.

OR

- Bachelor's Degree in Business Administration, Accounting or equivalent field;
- Minimum of ten (10) years working experience in Tax Administration of which seven (7) years should be at the Supervisory level.
- Certification in Tax Administration would be an asset.

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.

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

