



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE: Tax Officer
MINISTRY Ministry of Finance, Investment & Trade
DEPARTMENT: Inland Revenue Department
LOCATION: Providenciales

POST OBJECTIVE:

To ensure accurate imposition and collection of taxes in accordance with tax legislations

KEY DUTIES AND RESPONSIBILITIES:

1. Audit taxpayer books and records to determine tax liability
2. Assist team leaders in providing updates and submitting and preparing reports and work plans to the section supervisor on the audit cases assigned
3. To ensure procedures, policies, legislation and regulations are correctly followed and complied with when conducting audits
4. Contacting taxpayers by correspondence and telephone to make appointments for audit
5. Organize meetings with taxpayers when necessary to discuss cases
6. To ensure all audit activities conducted by the team are documented, readily available and understandable by peers and other sections within the Revenue Department
7. To communicate with section supervisors to ensure all necessary logistics are taken care of before leaving for a field audit
8. Work in collaboration with other Revenue Departments to initiate court proceedings in cases where the Ordinances, regulations and policies etc. are continuously violated by the taxpayer
9. Assist in the development and institutionalization of operational procedures and recommend amendments to legislation to deal with new situations





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Administration:

1. Ensure timely submission of work plans and monthly reports
 2. Any other duties as may be assigned from time to time
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PERFORMANCE STANDARDS:

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

- i) Taxpayers are audited on a timely basis
 - ii) Quality audits are completed
 - iii) Productivity log is maintained.
 - iv) Update on audits is provided on a timely basis to Supervisor
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WORKING RELATIONSHIPS:

Internal: Revenue Unit, Customs, Ministry of Finance and various TCIG Departments.

External: Hoteliers, Banks, Other Businesses and stakeholders

SPECIAL FEATURES OF THE JOB:

- Local travel
 - Field work (60% - 70%) required
 - Ability to drive
 - Flexible working hours
 - At times may be exposed to harsh conditions
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MINIMUM QUALIFICATIONS & EXPERIENCE:

- **Education:** BSc Degree in Accounting or related field is preferred
 - **Experience:** Six (6) years' experience in auditing in a tax environment or similar background.
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PERSONAL QUALITIES REQUIRED FOR APPOINTMENT:

- Ability to follow instructions
- Highly self-motivated
- Maintains high standards
- Diplomatic, understanding and tactful
- Establishes, maintains and fosters positive and harmonious working relationship with those contacted in the course of work
- Excellent time management
- Team leader and team Player

COMPETENCIES/SKILLS REQUIRED FOR APPOINTMENT:

- Auditing and accounting skills
- Excellent verbal and written communication skills
- Excellent analytical skills and an eye for detail
- Computer skills
- Excellent Computation skills
- Good interpersonal skills
- Good time management
- Good listener
- Negotiating skills

WORKING CONDITIONS:

Hours of work:

The job holder is required to work the hours prescribed by the rules. The job holder may also be expected to work additional hours to meet demands of the job, such as meeting deadlines.

Physical environment and/or risks associated with the job:

There are no known hazards associated with the job.

Physical demands:

There is no physical demand associated with the job.

Tools and equipment required to do the job:

The following resources are normally utilized in the performance of duties:

- Computer (internet, SIGTAS)





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- Shredder
- Facsimile
- Telephone
- Photocopier
- Calculator

SALARY: Grade 6.1 - \$45,992.00 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.

