

<b>Ministry:</b>	Ministry of Revenue and Custom
<b>Division:</b>	Tax Operations
<b>Section:</b>	Outer-Island Offices - Vava'u Office
<b>Location:</b>	Vava'u
<b>Position:</b>	Senior Revenue Officer
<b>Position Number:</b>	MORC K-05
<b>Reports to:</b>	Principal Revenue Officer
<b>Band:</b>	K
<b>Salary:</b>	\$26,710 - \$40,064
<b>Important Note:</b>	
<p><i>"This position is subject to rotation to similar roles within the same division and across other divisions of MORC, as directed by the Chief Executive Officer, providing dynamic career development opportunities"</i></p>	
<b>Job Purpose</b>	<p><b>Ministry Profile Statement:</b> The Ministry of Revenue and Customs is mandated to set and implement tax policy to collect vital tax revenue, facilitate cross border trade and ensure security of our borders by combating illicit trade and travel.</p> <p><b>Job Purpose:</b> Assist the PRO Outer Island Offices to lead and manage the Vava'u Office Tax Operations team to deliver taxpayer services including registration, filing, returns processing, tax accounts reconciliation, tax clearances and to assist voluntary compliance</p>
<b>Accountabilities / Outcomes</b>	<ul style="list-style-type: none"> <li>• Assist in managing the operation of the Vava'u Inland Revenue Office</li> <li>• Assist in preparing the Vava'u Office's AMP and M&amp;E</li> <li>• Assist in ensuring completion of PMS</li> <li>• Advise on a daily/weekly basis the leave and attendance of staff</li> <li>• Ensure all returns and tax collection are processed in a timely manner</li> <li>• Follow up outstanding tax debts</li> <li>• Contact taxpayers in a timely manner either by phone, email, site-visits</li> <li>• Assist in Checking of CT monthly returns for small businesses</li> <li>• Assist in Process TIN application</li> <li>• Assist in checking of all income tax returns</li> <li>• Assist in checking of PAYE monthly returns</li> <li>• Submit weekly report</li> </ul>
<b>Person Specification</b>	
<b>Skills and Abilities</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Strong leadership skills including inspiring, motivating, training and developing staff and teams to achieve Outer Island Office's section objectives</li> <li>• Strong management skills including developing plans, targets, measurement, monitoring and reporting and reporting on performance and developing policies and procedures to ensure quality work outcomes</li> </ul>

	<ul style="list-style-type: none"> <li>• Strong project management skills including understanding of change management processes, commitment to continuous improvement and encouraging innovation</li> <li>• Strong customer service skills including attention to detail, accuracy and timeliness of services</li> <li>• Strong communication skills including presentation, negotiation and relationship management</li> <li>• Well-developed data and financial statement analysis and accounting skills</li> <li>• Very good understanding of taxation legislation and operations</li> <li>• Very good understanding of the Revenue Management System</li> <li>• High level of professionalism, integrity and ethical behaviour</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Strong problem-solving skills</li> </ul>
<b>Qualifications and Experience</b>	<p><b>Minimum Requirement:</b></p> <ul style="list-style-type: none"> <li>• Post Graduate Diploma with no working experience</li> <li>• Bachelor’s degree with at least 2 years’ experience in a similar role or at least 3 years relevant working experience</li> <li>• Diploma Certificate with at least 3 years’ experience in a similar role or at least 8 years’ relevant working experience.</li> </ul> <p><b>Qualifications acceptable for this role must be in <u>Accounting, Finance, Business Studies, Economics, Human Resource Management, Professional Accounting, Law, Media, Education, Information Technology, Information System, Management, Data Analysis, Commerce, Mathematics, or Auditing from a recognised educational institution.</u></b></p>
<b>Authorised by (sign and date)</b>	
<b>Chief Executive Officer:</b>	<p>Name: Michael Cokanasiga</p> <p>Signature:</p>
<b>Deputy CEO</b>	<p>Name:</p> <p>Signature:</p>
<b>Principal Revenue Officer</b>	<p>Name:</p> <p>Signature:</p>
<b>Senior Revenue Officer</b>	VACANT