

Ministry:	Ministry of Revenue and Custom
Division:	Tax Operations
Section:	Tax Reconciliation and Clearance
Location:	Tongatapu
Position:	Revenue Officer Graduate
Position Number:	MORC L-04
Reports to:	Senior Assistant Deputy CEO
Band:	L
Salary:	\$22,133 - \$33,194
Important Note:	
<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>	
Job Purpose	<p>Ministry Profile Statement: 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>Job Purpose: Support SRO in leading the PAYE Reconciliation section and conduct complex PAYE reconciliations cases to support accurate and timely payment by taxpayers and debt recovery action</p>
Accountabilities / Outcomes	<ul style="list-style-type: none"> • Assist the SRO in leading the PAYE Reconciliation sections • Conduct complex PAYE reconciliation cases to ensure accuracy in taxpayer payments • Verify PAYE data to ensure taxpayer compliance and accuracy of information • Identify discrepancies and initiate corrective actions to address any issues found during reconciliation • Support the SRO in debt recovery actions by identifying outstanding PAYE obligations • Work with relevant teams to recover unpaid amounts from taxpayers • Prepare reports on reconciliation outcomes and progress • Maintain accurate records of reconciliation activities • Liaise with taxpayers to clarify discrepancies and provide guidance on PAYE reconciliation requirements
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Good leadership skills including motivating and developing staff and teams to achieve PAYE reconciliations section objectives • Sound management skills including developing and implementing plans, targets, measurement, resource allocation, monitoring and reporting on performance and developing policies and procedures to ensure quality work outcomes • Well-developed data and financial statement analysis and accounting skills • Very good customer service skills including attention to detail, accuracy and timeliness of services

	<ul style="list-style-type: none"> • Very good communication skills including negotiation and relationship management • Good understanding of taxation legislation and operations • Good understanding of the Revenue Management System • High level of professionalism, integrity and ethical behaviour. <p>Desirable:</p> <ul style="list-style-type: none"> • Good problem-solving skills
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> • Bachelor's degree with no working experience • Diploma Certificate with at least 2 years' experience in a similar role or at least 3 years relevant working experience <p><u>Qualifications acceptable for this role must be in Accounting, Economics, Finance, Business Studies, Information Technology, Computer Science, Commerce, Financial Management, Policy, Taxation, Management, Mathematics, Auditing, or Arts from a recognised educational institution.</u></p>
Authorised by (sign and date)	
Chief Executive Officer:	<p>Name: Michael Cokanasiga</p> <p>Signature:</p>
Deputy CEO	<p>Name:</p> <p>Signature:</p>
Senior Revenue Officer	<p>Name:</p> <p>Signature:</p>
Revenue Officer Graduate	VACANT