

<b>Ministry:</b>	Ministry of Revenue and Custom
<b>Division:</b>	Tax Operations
<b>Section:</b>	Returns Processing
<b>Location:</b>	Tongatapu
<b>Position:</b>	Revenue Officer
<b>Position Number:</b>	MORC M-03
<b>Reports to:</b>	Senior Revenue Officer
<b>Band:</b>	M
<b>Salary:</b>	\$17,171 - \$25,757
<b>Important Note:</b>	
<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>	
<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 SRO to lead the Filing section to ensure accurate and timely filing of returns, forms and other documents</p>
<b>Accountabilities / Outcomes</b>	<ul style="list-style-type: none"> <li>• Assist the SRO in leading the Filing Section to manage taxpayer documents</li> <li>• Ensure accurate and timely filing of returns, forms and other taxpayer documents</li> <li>• Maintain an organized filing system to ensure easy retrieval and secure storage of taxpayers’ files</li> <li>• Verify that all documents are filed according to the Ministry’s standards and regulatory requirements</li> <li>• Provide regular updates to the SRO on filing activities and document status</li> </ul>
<b>Person Specification</b>	
<b>Skills and Abilities</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Very good leadership skills including motivating, training and developing staff to achieve Filing section objectives</li> <li>• Good management skills including assisting in the development of team plans, organizing work, allocating resources, monitoring and reporting on performance and developing policies and procedures to ensure quality work outcomes</li> <li>• Very good customer service skills including attention to detail, accuracy and timeliness of services</li> <li>• Very good skills in data and information management including quality assurance, security and disposal of records</li> <li>• Good communication skills including presentation</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>• Good understanding of taxation legislation and operations</li> </ul>
<b>Qualifications and Experience</b>	<p><b>Mandatory:</b></p> <ul style="list-style-type: none"> <li>• Relevant Diploma Level (5/6) TNQAB framework + up to 3 years' relevant work experience</li> <li>• Relevant certificate level 4/trade/technical qualification + 3 years' relevant work experience</li> <li>• Current TPS employee with 5 years' experience in a similar role (meeting other core competency and experience requirements specified in the job description + PMS scores of 3 or above for the past 2 consecutive years)</li> </ul>
<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>Senior Revenue Officer</b>	<p>Name:</p> <p>Signature:</p>
<b>Revenue Officer</b>	VACANT