

Ministry:	Ministry of Revenue and Custom
Division:	Compliance Improvement
Section:	Risk Management
Location:	Tongatapu
Position:	Revenue Officer
Position Number:	MORC M-11
Reports to:	SADCEO
Band:	M
Salary:	\$17,171 - \$25,757
Important Note:	
<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>	
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: Conduct risk assessments on less complex risks, drawing on third party data and develop and monitor compliance improvement plans to address the risks</p>
Accountabilities / Outcomes	<ul style="list-style-type: none"> • Assist in Planning of Operational Risk & Strategic Risk Work Plan • Assist in organizing of Risks and strategies • Identify and conduct investigation of ALL taxpayers who less comply with tax obligation based on the information extracted form RMS • Risks that are found to be critical in the RISK ASSESSMENT MODEL are to be addressed first in line • Assist in developing an action plan to mitigate the risk being identified • Evaluate compliance outcomes such as registration, filing, reporting & payment • Ensure weekly report is completed upon schedule • Performs other duties and assists with special projects as assigned.
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Very good verbal and written communication skills • Good customer service skills, assisting taxpayers with lodgement and debt resolution concerns • Sound financial analysis skills to review tax returns, debt accounts and financial statements accurately to establish outstanding obligations and make recommendations on next best actions • Good understanding of tax legislation and legal procedures related to risk management • Proficient in the use of the Revenue Management System • High level of professionalism, integrity and ethical behaviour

	Desirable: <ul style="list-style-type: none"> • Sound problem solving skills
Qualifications and Experience	Mandatory: <ul style="list-style-type: none"> • Relevant Diploma Level 5/6 TNQAB framework + up to 3 years' relevant work experience • Relevant certificate level 4/trade/technical qualification + 3 years' relevant work experience • 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)
Authorised by (sign and date)	
Chief Executive Officer:	Name: Michael Cokanasiga Signature:
Deputy CEO	Name: Signature:
Senior Assistant Deputy CEO	Name: Signature:
Revenue Officer	VACANT