

Ministry:	Ministry of Revenue and Custom
Division:	Tax Compliance Improvement
Section:	Audit & Investigation
Location:	Nuku'alofa
Position:	Senior Assistant Deputy CEO
Position Number:	MORC H-04
Reports to:	Deputy CEO
Band:	H
Salary:	\$38,156 - \$57,234
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	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. Job Purpose: Lead and manage the Audit and Investigations section to deliver audits and investigations checking taxpayer compliance with tax laws, addressing non-compliance and improving future voluntary compliance
Accountabilities / Outcomes	• Lead, manage and supervise Audit & Investigation team - oversee staff performance, workloads and adherence to procedures • Review and audit complex Income Tax (IT) and Consumption Tax (CT) returns - identify risks, ensure accuracy and confirm CT refunds • Develop and review audit plans, processes and procedures - design efficient systems to achieve ministry objectives • Assist in preparing and monitoring the Corporate Plan, Annual Management Plan and budgets - ensure targets and objectives are met • Provide tax advisory, training and education - deliver guidance to taxpayers and build staff/taxpayer knowledge of tax obligations and laws • Monitor compliance and enforce adherence to tax laws, regulations and policies - including initiating projects to improve voluntary compliance • Evaluate and manage staff performance - conduct training, mentoring and succession planning for staff development • Handle objections, investigations and disputes - review Notices of Assessment, liaise with legal and conduct taxpayer investigations • Conduct technical analysis and reporting - CT/IT risk analysis, spot checks, RMS reporting and preparing recommendations for management • Liaise with management, taxpayer and stakeholders - maintain relationships, attend meetings and report progress to DCEO/CEO

Person Specification	
Skills and Abilities	Mandatory: • Excellent leadership and auditing skills including motivating, training and developing training staff and teams to achieve the Audit and Investigations section objectives • Strong strategic thinking - assist in identifying risks and developing compliance strategies, practice and operational initiatives, to improve the tax compliance of taxpayers • Well developed project management skills including understanding of change management processes, commitment to continuous improvement and encouraging innovation • Well developed management skills including developing plans, targets, measurement, monitoring and reporting on performance and developing policies and procedures to ensure quality work outcomes • Strong communication skills including representation, negotiation and relationship management • Strong understanding of taxation legislation and business practices including international trends • High level of professionalism, integrity and ethical behaviour
Qualifications and Experience	Minimum Requirement: • Master's Degree with at least 2 years' experience in a similar role OR at least 4 years relevant working experience • Post Graduate Diploma with at least 3 years' experience in a similar role or at least 5 years relevant working experience • Bachelor's degree with at least 5 years' experience in a similar role or at least 8 years relevant working experience <u>Qualifications acceptable for this role must be in Tax Law, Accounting, Finance, Business Studies, Auditing, Economics, Public Policy, Management, Information Systems, Business Administration, or Commerce from a recognised educational institution.</u>
Authorised by (sign and date)	
Chief Executive Officer:	Name: Michael Cokanasiga Signature:
Deputy CEO:	Name: Pipiena Tanaki Signature:
Employee:	VACANT