

Ministry:	Ministry of Revenue and Custom
Division:	Large Business
Location:	Tongatapu
Position:	Senior Assistant Deputy CEO
Position Number:	MORC H-12
Reports to:	Deputy CEO
Band:	H
Salary:	\$38,156 - \$57,234
<p>Important Note:</p> <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: Lead and manage the Large Taxpayers Office, ensuring efficient taxpayer services, including returns, debt recovery, and audits. The role focuses on improving compliance among large taxpayers (bronze rated), supporting policy development, and meeting revenue targets while maintaining strong operational performance and staff management.</p>
Accountabilities / Outcomes	<ul style="list-style-type: none"> • Assist HOD in the creation and execution of the division's Annual Management Plan (AMP) and ensure the division meets its objectives and targets as outlined. • Provide strategic direction, leadership, and guidance to ensure smooth operations of the Large Taxpayer Office, including managing staff performance and resource allocation. • Oversee and review tax assessments and revenue collection activities within the LTO, ensuring accuracy and compliance with regulations. • Regularly assess the performance of the LTO team and recommend improvements or corrective actions. • Collaborate with senior management to provide advice on improving the tax regulatory framework, enhancing tax services, and boosting compliance efforts. • Assist in the review and recommendation of tax policies for the upcoming financial years. • Lead efforts in revenue collection and debt recovery for large taxpayers, ensuring targets are met. • Develop strategies to address non-compliance, focusing on capturing and addressing issues with taxpayers who are not fulfilling their obligations. • Prepare and submit regular reports (weekly, monthly, quarterly, and annual) on the division's progress, revenue collection status, and any issues encountered.

	<ul style="list-style-type: none"> • Lead and manage special projects aimed at improving compliance and efficiency within the LTO, as required by the Deputy CEO or CEO. • Ensure a high level of compliance within the LTO through regular monitoring and implementing corrective measures where necessary.
Person Specification	
Skills and Abilities	<p>Mandatory:</p> <ul style="list-style-type: none"> • Strong leadership skills including motivating and developing staff and teams to achieve the Large Taxpayers' section objectives • Strong strategic thinking - identifying risks and developing and implementing strategies, practices and operational initiatives to improve the compliance of Platinum, Gold and Silver large taxpayers and reduce compliance costs • Strong management skills including developing plans, targets, measurement, monitoring and reporting on performance and developing policies and procedures to ensure quality work outcomes • Strong understanding of tax operations including returns and debt recovery and audit • Strong understanding of taxation legislation and large business practices including international trends • Strong project management skills including understanding of change management processes, commitment to continuous improvement and encouraging innovation in the design of compliance strategies aimed at large taxpayers • Excellent communication skills including presentation, negotiation and relationship management • Excellent customer service and stakeholder management skills • High level of professionalism, integrity and ethical behaviour.
Qualifications and Experience	<p>Mandatory:</p> <ul style="list-style-type: none"> • 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 <p>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.</p>
Authorised by (sign and date)	
Chief Executive Officer:	<p>Name: Michael Cokanasiga</p> <p>Signature:</p>
Head of Division/Supervisor	<p>Name: Taniela Sila</p> <p>Signature:</p>

Employee:

Name: NEW POST

Signature: