

Ministry:	Ministry of Revenue and Custom
Division:	Large Taxpayers
Section:	Large Business Processing
Location:	Tongatapu
Position:	Principal Revenue Officer
Position Number:	MORC I
Reports to:	Senior Assistant Deputy CEO
Band:	I
Salary:	\$34,342 - \$51,511
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: To assist SADCEO in leading, supervising and monitoring the Large Business Processing Section by managing staff performance, ensuring taxpayer compliance and supporting the Ministry’s Compliance Risk Management program, thereby safeguarding revenue and improving service delivery.
Accountabilities / Outcomes	• Assist SADCEO in leading, managing and monitoring the Large Business Processing section ensuring efficient operations and compliance with laws and policies • Prepare Large Taxpayers Corporate and Annual Plans, compile weekly/monthly reports on staff performance, risks and compliance outcomes • Allocate tasks, monitor staff performance, mentor junior officers and identify training and development needs • Provide risk management advice and compliance guidance to staff and taxpayers; deliver training and awareness programs • Identify, assess and prioritize risks; recommend and implement treatments to minimize compliance and operational risks • Review all returns (IT, CT, PAYE, WHT) prepared by junior staff and verify Consumption Tax refund applications for accuracy • Conduct taxpayer site visits, gather intelligence and provide feedback and recommendations to strengthen compliance • Monitor RMS data, taxpayer files, workflows and staff feedback to identify risk areas; ensure timely corrective action • Maintain secure filing systems, uphold confidentiality of taxpayer information and ensure adherence to internal controls • Evaluate team performance against work plans, provide timely feedback and ensure adherence to Acts, regulations and MORC policies

Person Specification	
Skills and Abilities	Mandatory; • Strong leadership skills including motivating and developing staff to achieve the Large Taxpayer section objectives • Strong strategic thinking - identifying risks and developing and implementing strategies, practices and operational initiatives to improve the compliance of large taxpayers and reduce compliance costs • Strong management skills including assisting in developing plans, targets, measurement, monitoring and reporting on performance and developing policies and procedures to ensure quality work outcomes • Strong understanding of taxation legislation and large business practices including international trends • Strong ability to analyze data, interpret and apply the law in providing advice and conducting reviews and audits on complex taxpayer cases • Well developed 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 • Strong communication skills including relationship management, presentation and negotiation • Excellent customer service skills including processing accurate and timely registrations, reconciliations, assessments, clearances, providing advice and returns and debt recovery services • High level of professionalism, integrity and ethical behaviour Desirable: • Strong teamwork skills
Qualifications and Experience	Minimum Requirement • Master's Degree with at least 1 year experience in a similar role OR at least 3 years relevant working experience • Post Graduate Diploma with at least 2 years' experience in a similar role or at least 4 years relevant working experience • Bachelor's degree with at least 4 years' experience in a similar role or at least 6 years relevant working experience <u>Qualifications acceptable for this role must be in Management, Policy, Economics, Finance, Accounting Business Studies, Professional Accounting, Auditing, Business Administration, Business, Finance, Information System, Mathematics, Commerce, Taxation, or Public Policy from a recognised educational institution.</u>

Authorised by (sign and date)	
CEO:	Name: Mr. Michael Cokanasiga Signature:
Deputy CEO	Name: Mr. Taniela Sila Signature:
Senior Assistant Deputy CEO	VACANT
Employee:	VACANT