

Ministry:	Revenue & Customs
Division:	Tax Compliance and Improvement
Section:	Audit and Investigation
Location:	Nuku'alofa
Position:	Revenue Officer Graduate
Position Number:	L-017
Reports to:	Senior Assistant Deputy CEO [SADCEO]
Band:	L
Salary:	\$20,075 - \$30,107
Job Purpose	<p>Ministry Profile Statement: The Ministry of Revenue & Customs is the main agency of the government tasked to collect revenue efficiently and effectively for the Government of Tonga, to fund required goods and services for the people of Tonga. The Ministry is also responsible for continued assessment of the essential functions and processes of cross border security and facilitation of trade and travel.</p> <p>Job Purpose: Responsible for detecting and addressing no-compliance and identifying/escalating emerging risks across the range of tax laws administered by the Ministry, assist with full audits and undertake limited scope audits, CT refund, Spot Check, Investigation. Basing on key risks information and intelligence provided by the Risk Management Section. Directly contribute to achieving Compliance Improvement Strategy and Audit program to encourage future voluntary compliance and deter non-compliance</p>
Accountabilities / Outcomes	<ul style="list-style-type: none"> • Will ensure that the relevant tax legislation, policies and tools, e.g., RMS etc., are correctly utilized to achieve the appropriate outcome and achieve the agreed objectives. • Demonstrates efficient and effective skills in planning and carrying out their assigned work to meet agreed deadlines • Effectively uses allocated resources to achieve their assigned work • Ensure quality management principles are used in the delivery of their work • Provides timely, informative and accurate reports against agreed outcomes relating to their work performance. This includes identifying barriers to delivering results and providing suggested solutions • Where risks to the delivery of outcomes are identified or these may adversely impact on the Revenue Office, these will be discussed with his/her direct supervisor • Demonstrating flexibility and responding to changing circumstances in a positive manner whilst balancing competing priorities • Role modelling behaviours expected by the Revenue Office and Audit & Investigation Section

	<p>Optimising Organisational Efficiency</p> <ul style="list-style-type: none"> • Uses best practices and technical competencies relevant to the ROG position • Be commercially aware of the current environment • Ensuring audits and checks are carried out efficiently, effectively, professionally and follow best practice • Positively enhance voluntary compliance where the opportunity arises • Willingness to try innovative approaches to problem solving within the Revenue Office's boundaries <p>Health & Wellbeing</p> <ul style="list-style-type: none"> • Supporting and upholding the Revenue Office's health and safety policies and practices.
<p>Person Specification</p>	
<p>Skills and Abilities</p>	<p>Mandatory:</p> <ul style="list-style-type: none"> • Working collaboratively with internal and external stakeholders. This includes utilising effective influencing techniques and relationship skills to deliver agreed outcomes. • Ensuring there is an appropriate handover and communication with the Debt Section on completion of audit and checks including any new debt which may arise. • Sharing knowledge and information, making it readily available in a way that is co-ordinated, accurate and enables the internal or external customer's needs to be met. • Understanding the organisation's direction and vision and an understanding of the environment we operate in. <p>Desirable:</p> <ul style="list-style-type: none"> • A good understanding of Government's Tax System will be an advantage with at least 3 years of work experience.
<p>Qualifications and Experience</p>	<p>Mandatory:</p> <ul style="list-style-type: none"> • Bachelor's degree with no working experience • Diploma Certificate with at least 2 years' experience in a similar role or at least 3 years' relevant working experience <p><u>Qualifications acceptable for this role must be in Accounting, Economics, Finance, Business Studies, Information Technology, Computer Science, Commerce, Financial Management, Policy, Taxation, Management, Mathematics, Auditing, or Arts from a recognised educational institution.</u></p> <p>Desirable:</p>
<p>Authorised by (sign and date)</p>	

Supervisor	Name: Signature & Date:
Deputy CEO	Name: Signature & Date:
CEO	Name: Michael Cokanasiga Signature & Date:
Employee	Name: VACANT Signature & Date: