

<b>Ministry:</b>	<b>Revenue &amp; Customs</b>
<b>Division:</b>	<b>Tax Operations</b>
<b>Location:</b>	<b>'EUA</b>
<b>Position:</b>	<b>Revenue Officer</b>
<b>Position Number:</b>	<b>MORC M-26</b>
<b>Reports to:</b>	<b>Deputy CEO</b>
<b>Band:</b>	<b>M</b>
<b>Salary:</b>	<b>\$17,171 - \$25,757</b>
<b>Job Purpose</b>	<p><b>Ministry Profile Statement:</b> 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><b>Job Purpose:</b> To manage the Inland Revenue Office in 'Eua, ensuring efficient tax operations, compliance with relevant laws and policies and effective support for taxpayers to meet revenue collection goals.</p>
<b>Accountabilities / Outcomes</b>	<ul style="list-style-type: none"> <li>• Overall management of the Office as Officer in Charge</li> <li>• Checking and verify of all tax returns</li> <li>• Prepare daily pay-in of all tax payments received</li> <li>• Manages processing and reconciliation of tax accounts</li> <li>• Assist taxpayers in manually registering new tin number or applying for tax clearance</li> <li>• Processing of business CT registrations</li> <li>• Perform and Provide Tax Advisory and Tax Education</li> <li>• Monitor and follow-up outstanding debts and arrears</li> <li>• Ensure instal payments complies with tax law and regulations</li> <li>• Co-ordinate and conduct site visits</li> <li>• Submit weekly revenue report to HOD</li> <li>• Ensure proper filing of all relevant documents</li> <li>• Adherence to relevant law, regulations and instructions</li> </ul>
<b>Person Specification</b>	
<b>Skills and Abilities</b>	<b>Mandatory:</b>

	<ul style="list-style-type: none"> <li>• Very good leadership skills including motivating, training and developing staff to achieve Tax -Eua Office objectives</li> <li>• Good management skills including assisting in the development of team plans, organizing work, allocating resources, monitoring and reporting on performance and developing policies and procedures to ensure quality work outcomes</li> <li>• Very good customer service skills including attention to detail, accuracy and timeliness of services</li> <li>• Very good skills in data and information management including quality assurance, security and disposal of records</li> <li>• Good communication skills including presentation</li> <li>• Very good understanding of the Revenue Management System</li> <li>• High level of professionalism, integrity and ethical behaviour</li> </ul>
<b>Qualifications and Experience</b>	<b>Mandatory:</b> <ul style="list-style-type: none"> <li>• Relevant Diploma Level 5/6 TNQAB framework + up to 3 years' relevant work experience</li> <li>• Relevant certificate level 4/trade/technical qualification + 3 years' relevant work experience</li> <li>• 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)</li> </ul>
<b>Authorised by (sign and date)</b>	
<b>Deputy CEO / HOD &amp; Supervisor</b>	Name: Tevita Heimuli  Signature & Date:
<b>CEO</b>	Name: Michael Cokanasiga  Signature & Date:
<b>Employee</b>	Name: NEW POST  Signature & Date: