



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE: Ministry of Finance & Treasury

DIVISION/SECTION: Inland Revenue Division

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 273-10126

MINISTRY VACANCY REF: IRD/22/2023

POSITION TITLE: Assistant Tax Lawyer

POSITION LEVEL: L10/11

ANNUAL SALARY RANGE: \$67,578.21 - \$81,348.88

THIS POSITION REPORTS TO: Senior Tax Lawyer

THIS POSITION SUPERVISES: Nil

LIAISONS

- a) **Internal:** Commissioner, Deputy Commissioners Corporate Service and Operations and Processing, all Assistant Deputy Commissioners, Tax Administration Policy Officer, IRD team leaders and other IRD staff as required
- b) **External:** Solomon Islands Attorney General's Department, Ministry of Finance and Treasury, Economic Reform Unit, tax agents, legal counsel and other key stakeholders as required.

SECTION B - SCOPE OF DUTIES

The Ministry of Finance & Treasury is mandated to provide strategic advice, leadership and reporting on the economic reforms, monetary, budget and fiscal policy to the Solomon Islands Government. Across the public service, the ministry is responsible for the financial reporting, preparing and managing the annual recurrent budget.

The Solomon Islands Inland Revenue Division supports the Ministry in fulfilling its mandated responsibility by maximizing the annual revenue collection to ensure the ministry's objectives are met and most so to improve the lives of all Solomon Islanders.

The position of Assistant Tax Lawyer is responsible for supporting the Tax Lawyer to provide quality rulings and advice on complex tax and related laws. This includes working collaboratively with staff across IRD and external key stakeholders. It will represent the Commissioner in tax litigation work. This role will contribute to the identification of improvements to tax and related laws and will conduct reviews on policies, practices and processes to ensure SIIRD is conformant with-it legal obligations.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- Research, analyse and make recommendations regarding published guidance on the Commissioner's views of the laws administered by the Inland Revenue Division.
- Provide public rulings and other advice on the interpretation and application of taxation and related laws administered by IRD.
- Support the Tax Lawyer in tax litigation matters including filing of papers and representing the Commissioner in court.
- Support the Tax Lawyer to identify and develop improvements to the tax system.
- Support Inland Revenue Division staff at meetings with taxpayers and/or their tax agents on complex legal issues.
- Support the Tax Lawyer in the conduct of regular checks on policies, practices and processes to ensure law conformance.
- Contribute to the strengthening of legal expertise in IRD through development of training material and guidance.
- Maintain a high level of integrity.
- Undertake any other duties as reasonably required or directed by the Responsible Officer or Supervisor.

SECTION D - KEY DELIVERABLES

The incumbent of this position will have their performance assessed according to following key deliverables:

1. Quality rulings, advice and guidance to the community and government on the interpretation and application of laws administered by IRD.
2. Timely and quality rulings, advice and support provided to IRD's executive and staff.
3. Successful litigation outcomes for IRD and the community.
4. IRD's policies, processes and practices are conformant with the law.
5. Improvements in law interpretation and advice expertise within IRD.
6. Maintaining a high level of professionalism and integrity in the workplace.
7. Proactively identifying and addressing (or escalating) issues that may impact on the business and recommend appropriate solutions which improve efficiency and effectiveness.
8. Actively pursuing learning and self-development and seeks feedback on performance.
9. An increase in IRD staff's understanding and application of the relevant tax acts and associated policies and guidelines.
10. 100% attendance (unless on authorised leave) and compliance with Code of Conduct

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- A degree in Law
- A minimum of 2-3 years' experience in the commercial or tax field of law is required.

Desirable Qualifications

- Accounting studies is desirable.
- Membership of the law society is desirable.
- A high degree of skill and experience in the interpretation and application of tax legislation, and the analysis of case law.

Capabilities Required

- Well-developed ability to critically analyse complex information and make effective decisions.
- Ability to write and speak in a precise, logical, and readily understandable form.
- Ability to research a range of tax and commercial law issues in a comprehensive way.
- Ability to establish and maintain relationships with internal and external stakeholders.

SECTION F - KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key selection criteria:

KSC1. Ability to research a range of tax and commercial law issues in a comprehensive way.

KSC2. A high level of self-motivation and initiative, evidenced by high performance.

KSC3. A proven record of effective workload management and delivery on commitments.

KSC4. Ability to establish and maintain relationships with internal and external stakeholders.

KSC5. Ability to work collaboratively as part of a team including consulting with others.

KSC6. Well-developed ability to critically analyse complex information and make effective decisions.

KSC7. Ability to write and speak in a precise, logical, and readily understandable form.

KSC8. Ability to understand and comply with the public service Code of Conduct and follow all other laws, policies and procedures which relate to the improving gender equality and creating safer workplaces.

KSC9. Effective time management.

KSC11. Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$2,599.16 - \$3,128.80

Annual Salary: \$67,578.21 - \$81,348.88 **Annual**

Leave entitlement: 28 days

Other Conditions of Service relevant to this position:

- 10% housing allowance is paid per fortnight if housing is NOT provided.
- 22.5% special duty allowance paid per fortnight based on annual salary.
- 7.5% Superannuation
- Annual leave fares and travel expenses

SECTION H - APPROVAL *(Business use only)*

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:

.....
Permanent Secretary/Responsible Officer

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Date Approved

Additional Comments:

Approve