



## RS FORM 2 - JOB DESCRIPTION

### SECTION A - POSITION DETAILS

**MINISTRY/AGENCY/OFFICE:** MOFT

**DIVISION/SECTION:** Inland Revenue Division

**DUTY STATION:** Honiara

**POSITION NUMBER (HRMIS):** 273-10145

**MINISTRY VACANCY REF:** IRD/25/2023

**POSITION TITLE:** Risk Management Officer

**POSITION LEVEL:** L 8/9

**ANNUAL SALARY RANGE:** \$54,414.22 - \$67,273.70

**THIS POSITION REPORTS TO:** Senior Risk and Management officer

**THIS POSITION SUPERVISES:** Nil

### 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.

This position will contribute to the corporate functions and objectives of this Ministry by helping to develop and implement IRD's risk management framework to identify, assess and prioritise risks, develop risk treatment strategies and Compliance improvement plans, select cases working with Operations, Large Taxpayer Office and Value Added Tax.

## **SECTION C - KEY DUTIES**

This position is required to undertake the following duties:

- Assist in the establishment of a compliance risk management process for IRD
- Conduct data analysis including use of various data analysis tools and techniques to manipulate, visualize, and interpret data to identify tax risks.
- Assist in identifying, assessing, and ranking risks within a framework of taxpayer segments, core taxes, and key obligations (registration, filing, payment, and reporting).
- Support the development of a Compliance Improvement Strategy and Compliance Improvement plans which address key risks identified and that need treatment.
- Monitor and report on shifts in compliance and impacts of the Compliance strategies implemented
- 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. Assistance in the implementation of SIIRD's risk management framework and processes.
2. Identification, access, extraction and interrogation of data to identify tax risks.
3. Contribution to the development of quality compliance improvement strategies and plans
4. Selection and preparation of cases for Operations teams to action
5. Reports on results including impacts on compliance behaviour and revenue outcomes
6. 100% attendance (unless on authorised leave) and compliance with Code of Conduct

## **SECTION E – QUALIFICATIONS AND CAPABILITIES**

### **Mandatory Qualifications**

- None required

### **Desirable Qualifications**

- Experience in a risk management role is desirable

### **Capabilities Required**

- Understand and apply risk management processes to conduct risk assessments and develop risk treatment plans.
- Data acquisition and analysis – ability to access, interrogate and analyse data.
- Understand and analyse financial statements
- Knowledge of tax legislation or ability to quickly acquire
- Experience and skills in applying business intelligence tools, including Excel and Power BI software
- Communication and presentation skills
- Customer service and stakeholder management skills
- Collaboration and teamwork

## **SECTION F - KEY SELECTION CRITERIA**

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

**KSC1.** Knowledge of risk management processes and concepts and ability to apply them in the tax compliance environment

**KSC2.** Ability to identify, source and extract data from computer systems and other sources, and conduct analysis using business intelligence software.

**KSC3.** Knowledge of tax legislation or ability to quickly acquire

**KSC4.** Ability to communicate clearly both verbally and in writing and present compliance reports

**KSC5.** Ability to work effectively as part of a team and in collaboration with others.

**KSC6.** 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: **\$2,092.85 - \$2,587.45**

Annual Salary: \$54,414.22 - \$67,273.70

Annual Leave entitlement: **28 days**

Other Conditions of Service relevant to this position:

- a) 10% Housing allowance
- b) 7.5% Superannuation
- c) 22.5% Special duty allowance paid fortnightly
- d) 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

17/5  
Date Approved

Additional Comments: Approved