



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE:

DIVISION/SECTION: Inland Revenue Division

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 273 -10137

MINISTRY VACANCY REF: IRD/23/2023

POSITION TITLE: Senior Auditor - LTO

POSITION LEVEL: L9/10

ANNUAL SALARY RANGE: \$60,084.18 - \$76,488.05

THIS POSITION REPORTS TO: Team leader – Audit & Investigation LTO

THIS POSITION SUPERVISES: Nil

LIAISONS:

- a) **Internal:** Assistant Deputy Commissioner Operations, Team Leader Audit and investigations, Senior Compliance Officers - Provincial Offices, Senior Taxpayer Services staff, Senior Arrears and Returns Officers and all IRD staff as required.
- b) **External:** Taxpayers and Tax Agents.

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 assisting the Team Leader Audit and Investigations in planning, coordinating, and providing guidance to Audit and Investigations teams. The Senior Auditor will lead their team in the detection and investigation of non-compliance and encourage future voluntary compliance as part of achieving IRD's Compliance Improvement Strategy. The Senior Auditor will identify, examine and address key risks across the tax base by using risk information and intelligence generated and prioritized by the Risk Management team and will provide support and guidance to auditors on their audit cases, ensuring quality audits and compliance results.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- Plan and manage their team's work program and closely liaise with the Team Leader Audit and Investigations on progress and problem areas.
- Provide direction and guidance to their team members to resolve more complex cases including taking appropriate enforcement action.
- Monitor their team's progress against targets and provide regular reports to the Team Leader.
- Actively coach and develop their audit team.
- Provide technical support and direction to their audit team including attending meetings with taxpayers.
- Ensure audits meet required quality standards, apply the legislation correctly and in accordance with IRD's policies, procedures and practices.
- 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. Achievement of the audit plan including performance standards.
2. Leading and managing the team and ensuring individual performance expectations are achieved.
3. Developing team members by leading, managing and providing coaching to achieve improved performance and capability.
4. Accurate and timely management reports are in place that provide delivery achievements, risks and other issues that need to be addressed.
5. Targeting compliance risks and encouraging voluntary compliance.
6. Proactive engagement with taxpayers and their tax agents in a manner that positively influences compliance behaviour.
7. Attend and support auditors in meetings with taxpayers and their tax agents as required.
8. Maintain high standards of professionalism and integrity.
9. 100% attendance (unless on authorised leave) and compliance with Code of Conduct

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Diploma or Bachelor degree in Business or Accounting and/or at least 5 years tax and/or auditing experience.

Desirable Qualifications

- Leadership and team management skills.
- High level auditing and tax technical knowledge and skills.

Capabilities Required

- Communication skills
- Numerical ability
- Analytical skills

SECTION F - KEY SELECTION CRITERIA

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

- KSC1. Leadership and team management skills.
- KSC2. Planning and organizing skills to monitor resources and effective delivery of workplans.
- KSC3. High level auditing and tax technical knowledge and skills.
- KSC4. Good interpersonal skills and the ability to communicate with a variety of people.
- KSC5. Ability to analyse information and make effective decisions.
- KSC6. Sound written and verbal communication skills.
- KSC7. 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: \$2,310.93 - \$2,941.85 Annual Salary: \$60,084.18 - \$76,488.05

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

17/5.....
Date Approved

Additional Comments: *Agree*