



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): 273-10136

MINISTRY VACANCY REF: IRD/18/2023

POSITION TITLE: Team leader – Audit & Investigation (Large taxpayers Office)

POSITION LEVEL: L11/12

ANNUAL SALARY RANGE: \$78,614.63 - \$86,209.38

THIS POSITION REPORTS TO: Assistant Deputy Commissioner – Large Taxpayers Office

THIS POSITION SUPERVISES: Senior Auditors – Large Taxpayers Office

LIAISON

- a) **Internal:** Assistant Deputy Commissioner Large Taxpayer Office (LTO), Team Leader Taxpayer Services (LTO), Team Leader Arrears and Returns management (LTO), and other functions where necessary.
- b) **External:** Large 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.

The Team Leader Audit and Investigations will play a lead role in planning, coordinating, and providing guidance to a team of audit and investigators based in the Large Taxpayer Office. In doing so, the Team Leader, will enable the audit and investigations team to detect, address, and deter non-compliance, and encourage future voluntary compliance as part of achieving SIIRD's

Compliance Improvement Strategy. Reporting into the Assistant Deputy Commissioner (LTO), the Team Leader will energetically lead the audit team in achieving an agreed audit plan whilst delivering high quality work in line with timeliness standards and goals to support wider compliance outcomes. Creating an environment of technical credibility amongst auditors and investigators will be key and require coaching and training to ensure their professional development and recognition by LTO taxpayers of their audit expertise.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- Plan and manage the team's work program and closely liaise with the Assistant Deputy Director (LTO) on progress and problem areas.
- Provide direction and guidance to the team on assigned cases for which the Team Leader will provide final approval upon completion.
- Monitor the teams progress against targets and on a bi-weekly basis provide a report to the Assistant Deputy Director (LTO).
- Ensure that the audit plan focuses on those cases with the highest risk identified by the Risk Management Unit.
- Actively coach and develop the audit team.
- Provide technical support and direction to the audit team.
- Build collaborative relationships across other business functions to ensure end-to-end customer service and compliance.
- Ensure audits meet required quality standards.
- 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 by 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 risk and encouraging voluntary compliance.
6. Proactively engage with taxpayers and their 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 team integrity and behaviour.
9. 100% attendance (unless on authorised leave) and compliance with Code of Conduct

SECTION E - QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Diploma or Degree in Accounting with at least 3-5 years working experience in the audit field

Desirable Qualifications

- Previous experience in auditing and investigations.
- Experience dealing with more complex audit and investigations cases and issues
- Experience leading compliance teams.

Capabilities Required

- A good understanding of SIIRD's Acts, regulations, and policies.
- An understanding of SIIRD's information systems or ability to quickly acquire.
- An understanding of core tax functions.

SECTION F - KEY SELECTION CRITERIA

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

KSC1. Well-developed leadership and team management skills.

KSC2. Planning and organizing skills to monitor resources and delivery of workplans effectively.

KSC3. High level auditing and tax technical knowledge and skills.

KSC4. Well-developed written and verbal communication skills.

KSC5. Well-developed interpersonal skills and the ability to communicate with a variety of people.

KSC6. Ability to analyse information and make effective decisions.

KSC7. Demonstrates high standards of professionalism and integrity

KSC8. 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: \$3,023.64 - \$3,315.75 **Annual Salary:** \$78,614.63 - \$86,209.38

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:

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Permanent Secretary/Responsible Officer

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Date Approved

Additional Comments:

Approved