



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

**MINISTRY/AGENCY/OFFICE:** Ministry of Finance and Treasury

**DIVISION/SECTION:** Inland Revenue Division - Processing and Data Capture Section

**DUTY STATION:** Honiara

**POSITION NUMBER (HRMIS):** 273-00158

**MINISTRY VACANCY REF:**

**POSITION TITLE:** Assistant Deputy Commissioner Processing & Data Capture

**POSITION LEVEL:** LSS1.1

**SALARY RANGE:** \$96,304.60- \$118,826.59

**THIS POSITION REPORTS TO:** Deputy Commissioner, Operations and Processing

**THIS POSITION SUPERVISES:** Team Leader Post Assessing, Team Leader Cashiers, Team Leader Accounts.

### 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 maximising 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 Deputy Commissioner Processing and Data Capture is to lead and manage the data capture and processing functions for IRD including Post Assessing, Cashiers, and Accounts. The key duty is to support IRD by ensuring the development, implementation and monitoring of the business plan and section plans for data processing and data capture functions and contributing to the development of IRD's strategic and corporate plans. The role has responsibility for receiving, documenting, reviewing, correcting if necessary, processing and archiving tax returns across all tax types. Ensuring the quality of this work is important so that taxpayers are provided with accurate and reliable information, such as notices or tax assessments that need to be paid. Accurately recorded information will further provide IRD with reliable information from which to conduct risk analysis. The role also requires the achievement of Key Performance Indicators (KPIs) for all Processing and Data Capture

functions.

## **SECTION C - KEY DUTIES**

**The Assistant Deputy Commissioner Processing and Data Capture will be required to:**

1. Lead and manage the Processing and Data Capture (P&DC) section – it's staff, performance, and outcomes.
2. Delegating and assigning tasks and responsibilities to Team Leaders and monitoring their progress.
3. Ensuring performance expectations of Team Leaders are clear and reported on periodically with active management of performance and attendance.
4. Ensuring quality assurance processes are in place to review P&DC work with a focus on continuous improvement.
5. Meeting regularly with Team Leaders and guiding them in the resolution of operational challenges, ensuring plans are developed, delivered, and accurately reported on
6. Developing Team Leaders through delegation and coaching to maximise their potential and empowering them to do the same with their staff.
7. Fostering and encouraging high level performance and teamwork
8. Ensuring all staff know and understand their work.
9. Contribute to the development of IRD's strategic and corporate plan.
10. Develop and monitor P&DC's business plan and section plans and processes including modernising operational procedures to enhance productivity and compliance outcomes.
11. Manage the data processing functions on a day-to-day basis and ensure workflow, processes and systems are in place to facilitate the smooth flow of documentation to be captured into IRD's computer systems and timely processing of all incoming tax returns and payments.
12. Ensure quality assurance of data processing and capture work for accuracy and timeliness.
13. Lead the development and implementation of Post Assessing policies and procedures to improve taxpayer compliance.
14. Lead the development and implementation of Cashiers and Accounts policies and procedures to ensure compliance with relevant regulations and public service requirements.
15. Produce monthly performance reports and other reports required by the Executive Team on P&DC's performance across all functions.
16. Demonstrate exemplary leadership for all IRD staff by consistently displaying integrity through leading by example in attendance, dress code, behaviour at work, and fostering a positive, engaging attitude while setting and upholding high expectations of integrity and professionalism.
17. Undertake any other duties as reasonably required or directed by the Responsible Officer or Supervisor.

## **SECTION D - KEY DELIVERABLES**

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

1. Effective leadership of the Processing and Data Capture section and contribution to the performance of IRD.
2. A collaborative team culture that fosters a unified sense of purpose, where every team member feels empowered to take ownership of their responsibilities and contribute actively to the team's collective success
3. Business plan and section plans aligned to the Corporate Plan are developed and implemented and reported on regularly
4. High quality monthly performance reports and other reports are produced as required
5. All Key Performance Indicators including revenue targets are met or exceeded.
6. Efficient and effective workflow processes in place to ensure accurate and timely capturing of all tax returns, payments received and refund applications.
7. Quality assurance and compliance risk management processes in place to improve productivity, accuracy and to mitigate unethical practices.
8. Information technology issues raised and resolved in a timely way.
9. Maintenance of high levels of professionalism and integrity in the workplace.
10. 100% attendance (unless on authorised leave) and compliance with Code of Conduct.

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

### **Mandatory Qualifications:**

Relevant bachelor's degree and post graduate qualification and at least 8 years' relevant work experience.

### **Capabilities Required:**

1. Leadership and management skills and experience.
2. Ability to foster teamwork and build collaborative relationships.
3. Business planning and implementation skills
4. Customer service and relationship management skills
5. Communication – verbal and written skills
6. Knowledge of tax laws and regulations, procedures, and practices.
7. Problem solving skills.
8. Compliance risk management skills.
9. Data analysis skills.

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

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

**KSC1.** Strong leadership skills including inspiring, motivating, and developing people and teams to achieve P&DC objectives.

**KSC2.** Strong management skills including resource allocation, measurement, monitoring, and evaluation, reporting on performance, and developing and implementing policies and procedures to ensure delivery of P&DC outcomes.

**KSC3.** Sound ability to drive effective change management processes, commitment to continuous improvement and encourage innovation.

**KSC4.** High level of customer service skills.

**KSC5.** Strong verbal and written communication and relationship management skills.

**KSC6.** Skills in interpreting tax legislation and financial information and facilitating the resolution of tax issues/cases.

**KSC7.** Strong data analysis skills and ability to identify risks and monitor taxpayer compliance trends.

**KSC8.** Strong problem-solving skills.

**KSC9.** Ability to work under pressure in achieving deadlines.

**KSC10.** High level of professionalism, integrity and ethical behavior.

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

**KSC12.** Demonstrate a commitment to gender equity in the workplace.

## **SECTION G - TERMS AND CONDITIONS**

**Fortnightly Salary:** \$3,704.02 - \$4,570.25

**Annual Salary:** \$96,304.60- \$118,826.59

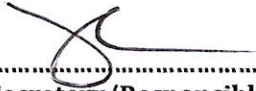
**Annual Leave entitlement:** 28 days

### **Other Conditions of Service relevant to this position:**

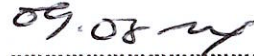
- 10% housing allowance is paid per fortnight if housing is NOT provided.
- 22.5% special duty allowance paid per fortnight based on annual salary.
- Annual leave fares and travel expenses.
- 7.5% Superannuation.

**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*