



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE: Ministry of Finance and Treasury

DIVISION/SECTION: Inland Revenue Division – Operations Section

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 273-00219, 273-10014, 273-00216, 273-00218, 273-00222, 273-00224, 273-10016, 273-10005, 273-00231, 273-00230, 273-00215, 273-00229, 273-10144, 273-10219, 273-10220, 273-10221, 273-10222, 273-10223.

MINISTRY VACANCY REF:

POSITION TITLE: Auditor (24)

POSITION LEVEL: L8/9

ANNUAL SALARY RANGE: \$56,046.65 - \$69,291.91

THIS POSITION REPORTS TO: Senior Auditor

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 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 role of Auditor is to identify, examine and address key risks across the tax base by using risk information and intelligence generated and prioritized by the Risk Management team. The auditor will investigate taxpayers, review and analyse tax documents and financial records to establish if they are complying with tax legislation and policy and to promote voluntary compliance. This role will include managing challenging situations where taxpayers have not complied and are pressured to do so or face enforcement. A key role of this position will be to make contact with taxpayers or their tax agents and where necessary educate them on their tax

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

1. Conduct investigations into the tax affairs of taxpayers.
2. Actively manage their cases and engage with and keep taxpayers and/or their tax agents informed through interviews and other communications.
3. Provide clear and technically correct explanations of discrepancies.
4. Make recommendations to the Team Leader and Senior Auditor for the prosecution or imposition of penalties on taxpayers in breach of the law.
5. Promote voluntary compliance by providing information and support that will help taxpayers meet their tax obligations.
6. Take initial action to recover money owing to IRD as a result of the audit activity.
7. Ensure audits meet required quality standards, apply the legislation correctly and in accordance with IRD's policies, procedures and practices.
8. Actively manage audit cases according to the Audit Manual, and audit processes and procedures.
9. Maintain high standards of professionalism and integrity.
10. 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. Timely and quality audit decisions and actions that identify and address taxpayer non-compliance.
2. Achievement of the team's audit plan including performance standards.
3. Accurate and timely recording of audit results are provided to the Senior Auditor including trends identified and other issues that need to be addressed.
4. Proactive engagement with taxpayers and their tax agents in a manner that positively influences compliance behaviour.
5. Maintain high standards of professionalism and integrity.
6. 100% attendance (unless on authorised leave) and compliance with Code of Conduct.

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications:

Bachelor's degree or diploma in business or accounting and a minimum of 3 years' tax and/or auditing experience.

Desirable Qualifications

Previous experience in tax and/or audit or arrears and returns management is desirable.

Capabilities Required:

- A good understanding of SIIRD's Acts, regulations, and policies or ability to quickly acquire.
- 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. Ability to gather and analyse information and make effective decisions based on legislation, facts, and information.

KSC2. Well organised and active management of casework

KSC3. Good written and verbal communication skills

KSC4. The ability to problem solve and analyse information from a range of sources and reach sound conclusions based on facts and evidence within an appropriate timeframe.

KSC5. Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance.

KSC6. Ability to effectively manage personal workload – solving problems and making decisions to ensure timelines and targets are met as detailed in individual workplans.

KSC7. Demonstrate a commitment to gender equity in the workplace.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$2,155.64 - \$2,380.26

Annual Salary: \$56,046.65 - \$69,291.91

Annual Leave entitlement: 28 days

Other Conditions of Service relevant to this position:

- 10% Housing allowance.
- 7.5% Superannuation.
- 22.5% Special duty allowance paid fortnightly.
- 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

12/8
.....
Date Approved

Additional Comments:

Agree