



RS FORM 2 - JOB DESCRIPTION

SECTION A - POSITION DETAILS

MINISTRY/AGENCY/OFFICE: Ministry of Finance and Treasury

DIVISION/SECTION: Inland Revenue Division - Large Taxpayer Office (LTO)

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 273-10140, 273 - 1014, 273-10211, 273-10212, 273-10213 plus 5 new.

MINISTRY VACANCY REF:

POSITION TITLE: Debt and Returns Officer (LTO)

POSITION LEVEL: L8/9 **ANNUAL SALARY RANGE:** \$56,046.65 - \$69,291.91

THIS POSITION REPORTS TO: Team leader Debt & Returns (LTO)

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 position of Debt and Returns Officer Large Taxpayer Office (LTO) is to assist the Team Leader Debt and Returns and the Senior Debt and Returns Officer (LTO) to ensure the delivery of the team's workplans and performance standards. The role includes ensuring that large taxpayers have the information and support they need to meet their filing and payment obligations. The Debt and Returns Officer will be responsible for the day-to-day following up of outstanding returns and payments from large taxpayers. The role will include dealing with cases and issues including engaging personally with taxpayers where necessary. Enforcement action on non-compliant large taxpayers that have defaulted in filing and making tax payments will be a priority.

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications:

Diploma or certificate in business or accounting.

Desirable Qualifications:

A minimum of 12 months relevant work experience.

Capabilities Required:

1. Knowledge of tax laws, and regulations, procedures, and practices.
2. Customer service and relationship management skills.
3. Communication – verbal and written skills.
4. Problem solving skills.
5. Data analysis skills.
6. Understanding of IRD information systems or ability to quickly acquire.

SECTION F - KEY SELECTION CRITERIA

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

KSC1. Knowledge of tax laws and regulations, procedures, and practice.

KSC2. Well-developed skills in verbal and written communication.

KSC3. Well-developed relationship management skills including negotiation skills.

KSC4. Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance.

KSC5. Ability to effectively manage personal workload – solving problems and making decisions to ensure timelines and targets are met as detailed in individual workplans.

KSC6. 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:

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Permanent Secretary/Responsible Officer

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Date Approved

Additional Comments:

As above