



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): 273-00163, 273-00169, 273-00170, 273-00171, 273-00162, 273-00178, 273-00208, 273-00210, 273-10018, 273-00165, 273-00185, 273-00186, 273-00187, 273-00188, 273-00189, 273-00172, 273-10021, 273-10025, 273-00206, 273-00196, 273-00179

MINISTRY VACANCY REF:

POSITION TITLE: Post Assessing Officers (20)

POSITION LEVEL: L7/8

ANNUAL SALARY RANGE: \$49,505.29 - \$61,574.10

THIS POSITION REPORTS TO: Team leader - Post Assessing Officer

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 Post Assessing Officer conducts reviews of tax returns, notices, and assessments before finalisation. Responsibilities include reviewing the quality of taxpayer's notices and assessments, including the accuracy and reliability of data/information that supports their tax liability to ensure correct tax assessments are issued. Ensuring accurately recorded information supports risk analysis work conducted post assessment.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

1. Support the Senior Post Assessing Officer in ensuring data is processed accurately and timely.
2. Post assessment checks by assessors to review all tax returns and other documentation.
3. Review of taxpayer data on RMS.
4. Identify issues to be followed up, from a whole of taxpayer perspective – i.e. across all tax types and tax obligations of the taxpayer. For example, payments received without related tax returns; tax returns without related payments; late returns and payments becoming due and anything unusual such as large income tax or VAT refunds.
5. The role requires taxpayer contact verbally – over the phone and in person, and in writing to follow up and resolve issues. Queries will be raised with the taxpayer/tax agent prior to issue of amended assessments.
6. Raising taxpayer awareness and providing taxpayer education to improve voluntary compliance.
7. Updating RMS with any adjustments to the tax returns and issuing of Commissioner's assessments at the completion of an assessment or amended assessments to taxpayers at the completion of a review.
8. Assuring quality data capture and assessment processes.
9. A strong relationship with Operations is also important as some cases will need to be referred to Audit and Investigation or for follow-up Arrears and Returns action for more complex cases.
10. Maintain a high level of integrity.
11. 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 accurate assessments supporting tax liabilities achieved.
2. Effective workflow processes are followed to ensure post assessing work results in accurate and timely finalisation of tax returns and other forms.
3. Improvements to the quality of tax returns and forms received from taxpayers through effective feedback mechanisms to support improved voluntary compliance into the future.
4. Appropriate escalation of cases to Audit and Investigation.
5. Staff competently carry out Post Assessing techniques and practices.
6. A collaborative team culture that fosters a unified sense of purpose, where every team member feels empowered to take ownership of their responsibilities and contributes actively to the teams collective success.
7. 100% attendance (unless on authorised leave) and compliance with Code of Conduct.

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications:

Diploma or Certificate in business or accounting.

Capabilities Required:

1. A minimum of 12 months relevant work experience.
2. A good understanding of IRD's Acts, regulations, procedures, and policies.
3. An understanding of IRD's information systems or ability to quickly acquire.
4. Data analysis and problem-solving skills.
5. Communication skills.
6. Accounting skills.

SECTION F - KEY SELECTION CRITERIA

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

- KSC1:** Knowledge and interpretation of tax legislation – understand and review all the compliance obligations across all tax types of a taxpayer and to assist them to comply.
- KSC2:** Customer service - ability to interact professionally with taxpayers, providing helpful information and taxpayer education and keeping taxpayers informed of progress on their case.
- KSC3:** Analytical – ability to read and analyse financial statements to identify problems, issues, and omissions.
- KSC4:** Time management and organisational – ability to organise work, prioritise and follow up cases in a timely manner, keep a tidy workplace.
- KSC5:** Risk identification - ability to identify issues from data and information provided by taxpayers and other sources.
- KSC6:** Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance.
- KSC7:** Ability to effectively manage personal workload – solving problems and making decisions to ensure timelines and targets are met as detailed in individual workplans.
- KSC8:** Demonstrate a commitment to gender equity in the workplace.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$1,904.05 - \$2,368.23

Annual Salary: \$49,505.29- \$61,574.10

Annual Leave entitlement: 28 days

Other Conditions of Service relevant to this position:

- 15% Housing allowance.
- 7.5% Superannuation.
- 22.5% Special duty allowance paid fortnightly.
- Annual leave fares package.

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

12/8
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Date Approved

Additional Comments:

Almuna