



## 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):** 273-00214, 273-00221, 273-00227, 273-10013.

**MINISTRY VACANCY REF:**

**POSITION TITLE:** Senior Auditor

**POSITION LEVEL:** L9/10

**ANNUAL SALARY RANGE:** \$69,291.91 - \$78,159.20

**THIS POSITION REPORTS TO:** Team leader – Audit & Investigation

**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 Senior Auditor assists the Team Leader Audit and Investigations in planning, coordinating, and delivering Audit and Investigations functions. The Senior Auditor will assist the Team Leader to detect and investigate non-compliance and encourage future voluntary compliance of taxpayers as part of achieving IRD's Compliance Improvement Strategy. The Senior Auditor will identify, examine and address key risks across the tax base by using risk information and intelligence generated and prioritized by the Risk Management Unit and provide support and guidance to auditors to ensure quality audits and compliance results.

## **SECTION C - KEY DUTIES**

**This position is required to undertake the following duties:**

1. Assist the Team Leader Audit and Investigations Operations in developing, implementing, and monitoring the Audit and Investigations team's workplan and monitoring staff performance and attendance.
2. Coach and develop Auditors in audit practice, policies, and processes.
3. Provide support to other Auditors including attending meetings with taxpayers.
4. Conduct taxpayer audits in a timely and professional manner.
5. Work with the Team Leader to resolve more complex cases including taking appropriate enforcement action.
6. Ensure audits meet required quality standards, apply the legislation correctly and in accordance with IRD's policies, procedures, and practices.
7. Ensure audit cases are managed according to the Audit Manual, and audit processes and procedures.
8. Monitor progress of audits against targets and provide regular reports to the Team Leader.
9. Build collaborative relationships across other business functions to ensure end-to-end customer service and compliance.
10. 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.
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. Supporting the Team Leader in leading the effective delivery and achievement of the Audit and Investigations Operations team's workplan.
2. Contribution to the achievement of the Operations audit plan including performance standards.
3. High quality audits completed on the more complex tax issues.
4. Improved auditor performance and capability by sharing expertise and providing coaching.
5. Attendance and support for auditors in meetings with taxpayers and their tax agents as required.
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 contribute actively to the team's collective success.
7. Accurate and timely reports on progress of audits.
8. Proactive engagement with taxpayers and their tax agents in a manner that positively influences compliance behaviour.
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:**

Bachelor's degree or diploma in business or accounting and at least 3 years' tax and/or auditing experience.

### **Capabilities Required:**

1. Leadership and management skills and experience.
2. Ability to foster teamwork and build collaborative relationships.
3. Experience and skills in auditing and investigations practice including dealing with more complex audit cases.
4. Understanding of compliance risk management.
5. Knowledge of tax laws and regulations, procedures, and practices.
6. Customer service and relationship management skills.
7. Communication – verbal and written skills.
8. Problem solving skills.
9. Data analysis skills.
10. Understanding of IRD information systems and accounting business 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.** Leadership and management skills including promoting teamwork, coaching others and managing workload to achieve Taxpayer Audit plans and performance standards.
- KSC2.** Strong auditing skills including ability to gather and analyse information and make effective decisions based on legislation, facts, and information.
- KSC3.** Well-developed customer service skills.
- KSC4.** Knowledge of tax laws and regulations, procedures, and practice.
- KSC4.** Well-developed skills in verbal and written communication.
- KSC5.** Well-developed relationship management skills.
- 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.** Demonstrate a commitment to gender equity in the workplace.

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

**Fortnightly Salary:** \$2,380.26 - \$3,006.12

**Annual Salary:** \$69,291.91 - \$78,159.20

**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:*



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**Permanent Secretary/Responsible Officer**



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**Date Approved**

*Additional Comments:*

