



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

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

**DIVISION/SECTION:** Inland Revenue Division -Design and Monitoring Section

**DUTY STATION:** Honiara

**POSITION NUMBER (HRMIS):** 273-10202      **MINISTRY VACANCY REF:**

**POSITION TITLE:** Senior Research Specialist - Risk Management

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

**THIS POSITION REPORTS TO:** Team Leader Risk Management

**THIS POSITION SUPERVISES:** Nil

### SECTION B - SCOPE OF DUTIES

The Ministry of Finance and 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 Research Specialist (Risk Management) is to assist the Team Leader Risk Management Unit with the leadership, coordination and management of risk management functions including the development and implementation of IRD's Risk Management Framework. The key duty is to collect, analyse and evaluate information, monitor and analyse trends in data and information, interpret and report on existing and emerging issues to understand impacts on revenue, to support planning, risk management and compliance strategies. The research and analysis conducted will support the identification of the most significant tax risks across Registration, Filing, Reporting and Payment and support the Risk Management team with the development of the Compliance Improvement Strategy and plans and case selection.

## **SECTION C - KEY DUTIES**

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

1. Assist Team Leader Risk Management Unit in leading the team to deliver the Risk Management team workplan and IRD's Compliance Improvement strategy and plans and monitoring staff performance and attendance.
2. Contribute to the development of the annual team workplan for the Risk Management team.
3. Assist the Senior Risk Management Officer to coach and develop Risk Management Officers in risk processes and procedures.
4. Conduct high quality research and analysis to assist the development of the Compliance Improvement Strategy.
5. Access and analyse data and information sources to monitor revenue collections and identify tax risks.
6. Develop and monitor feedback mechanisms across relevant areas and external sources.
7. Develop reports to monitor compliance shifts, evaluate the success of compliance improvement strategies and update the Compliance Improvement strategy and plans as required.
8. Inform the Team Leader Risk Management Unit of potential risk issues or problem areas that warrant further research and analysis.
9. 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.
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. Supporting the Team Leader in leading the effective delivery and achievement of the Risk Management team workplan and IRD Risk Management Framework.
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. Assistance in coaching and development of Risk Management Officers.
4. Increased data sources and improvements in data quality to assist in risk identification and assessment.
5. Quality and timely research support provided to IRD core tax functions to assist in identification of risks and issues.
6. Contribution to the design of IRD's Compliance Improvement Strategy and plans.



7. Contribution to the active monitoring of results of the Compliance Improvement Strategy include revenue collections, filing and debt performance.
8. Feedback process across relevant areas and external sources operating effectively.
9. Provision of reports on emerging trends and risks in the environment.
10. Maintenance of high levels of professionalism and integrity in the workplace.
11. 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, accounting, or data analytics with a minimum of 3 years relevant work experience.

### **Desirable Qualifications:**

Certificate in any short-term accounting or financial risk management training from a recognised institution.

### **Capabilities Required:**

1. Leadership and management skills and experience.
2. Ability to foster teamwork and build collaborative relationships.
3. Ability to coach and develop team members in risk management.
4. Understanding of good practice compliance risk management processes and application.
5. Research and data analysis skills including identifying useful data and information sources and identifying patterns and trends.
6. Problem solving skills.
7. Attention to detail.
8. Relationship management skills.
9. Communication – verbal and written skills.
10. Knowledge of tax laws and regulations, procedures, and practices.

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

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

- KSC1.** Leadership skills including teamwork, coaching, and developing staff and managing workload to ensure delivery of research tasks and programs.
- KSC2.** Knowledge of research techniques, data and information management and risk management processes and practices.
- KSC3.** Strong research and analytical skills including identifying and accessing relevant information sources, identifying patterns and trends and the implications for tax risks.
- KSC4.** Well-developed problem-solving skills.
- KSC5.** Proficient in use of technology including data analytics tools, tax accounting software and a Tax Administration Information System.

**KSC6.** Knowledge of tax laws, and regulations, procedures, and practices.

**KSC7.** Well-developed skills in communication (verbal and written) and relationship management.

**KSC8.** High level of professionalism, integrity, and ethical behavior.

**KSC9.** Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance.

**KSC10.** 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**



.....  
**Date Approved**

*Additional Comments:*



