



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): 273-10201

MINISTRY VACANCY REF:

POSITION TITLE: Senior Risk Management Officer

POSITION LEVEL: L9/10

ANNUAL SALARY RANGE: \$61,886.71 - \$78,159.20

THIS POSITION REPORTS TO: Team Leader Risk Management

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 Risk Management Officer 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. This will include application of the Compliance Risk Management process of risk identification, analysis, assessment and prioritization, and determining risk treatment strategies and contributing to the development of IRD's Compliance Improvement Strategy to mitigate risks identified across core tax functions of Registration, Filing, Reporting and Payment.

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. Coach and develop Risk Management Officers in risk processes and procedures.
4. Work with the team to identify, collect, and analyse data (internal and external) to identify risks, within a framework of taxpayer segments, core taxes and key tax obligations and assess, rank risks, and build knowledge of taxpayer compliance.
5. Engage and collaborate with key stakeholders in the development of the Risk Management program and processes.
6. Assist in case selection by preparing compliance case lists that include high-risk cases to be actioned by core tax functions (audit, filing, debt, etc).
7. Support the implementation of a reporting system to monitor compliance shifts, evaluate the success of compliance improvement strategies and update the Compliance Improvement strategy and plans as required.
8. Develop and deliver high quality risk management advice, guidance, and education across IRD.
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. Coaching and development provided for Risk Management Officers to ensure high quality risk management processes, procedures, and case selection.
4. Active engagement with key stakeholders in development of the Compliance Improvement Strategy and plans, Risk Management Framework, risk register and risk management processes supported by information and training.
5. Contribution to efficient and effective risk management processes and outcomes measured to ensure risk management work is meeting the needs of key stakeholders

6. Increased data sources and improvements in data quality to assist in risk identification and assessment.
7. Effective case selection information and intelligence is gathered ensuring risk areas are being targeted and quality case selection is delivering increases in revenue.
8. Methodology to assess impacts of the Compliance Improvement Strategy in place.
9. Compliance risk management capability across IRD is increasing.
10. Overall increases in tax compliance (over time) evident across registration, filing, payment, and reporting.
11. Maintenance of high levels of professionalism and integrity in the workplace.
12. 100% attendance (unless on authorised leave) and compliance with Code of Conduct.

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications:

Bachelor's degree in accounting or auditing and a minimum of 3 – 5 years relevant work experience in a risk management and/or auditing environment.

Desirable Qualifications:

Certificate in any short-term audit 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 including case selection.
5. Knowledge of tax laws and regulations, procedures, and practices.
6. Experience in audit work is desirable.
7. Relationship management skills.
8. Communication – verbal and written skills.
9. Problem solving skills.
10. Attention to detail.
11. Data analysis skills.

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 risk management outcomes.
- KSC2.** Strong skills in risk management including and ability to identify, analyse, assess, and prioritise risks.
- KSC3.** Ability to research and analyse data from multiple sources and translate into relevant information for risk management purposes.

KSC4. Proficient in use of technology including data analytics tools, tax accounting software and the Tax Administration Information System.

KSC5. Knowledge of tax laws, and regulations, procedures, and practices.

KSC6. Well-developed skills in verbal and written communication.

KSC7. Well-developed stakeholder and relationship management skills.

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: \$2,380.26 - \$3,006.12 **Annual Salary:** \$61,886.71 - \$78,159.20

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

12/8
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Date Approved

Additional Comments:

Approved

