



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): 273-00226, 273-00213, 273-00220, 273-10012.

MINISTRY VACANCY REF:

POSITION TITLE: Team Leader – Audit & Investigation

POSITION LEVEL: L11/12 **ANNUAL SALARY RANGE:** \$80,973.06 - \$88,795.66

THIS POSITION REPORTS TO: Assistant Deputy Commissioner Operations

THIS POSITION SUPERVISES: Senior Auditors & Auditors

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 Team Leader Audit and Investigations is to lead and manage a team of auditors and investigators to detect, address and deter non-compliance and encourage future voluntary compliance. The key duty is to assist the Assistant Deputy Commissioner in the development and implementation and monitoring of the Operations Business Plan and Audit & Investigations team plan and contribute to IRD's Compliance Improvement Plan. The Team Leader will lead the Operations audit and investigations team in achieving an agreed Audit plan, delivering high quality audit and investigations work, in line with timeliness standards and goals to support wider compliance outcomes. Creating an environment of technical credibility amongst auditors and investigators will be key and require coaching and training to ensure their professional development and recognition by taxpayers of their audit expertise.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

1. Lead and manage the Operations Audit & Investigations team – it's staff, performance and outcomes.
2. Ensure that all Audit staff are recording 100% of audit cases in the Revenue Management System.
3. Delegating and assigning tasks and responsibilities to Senior Officers and staff and monitoring their progress.
4. Ensuring performance expectations of the team members are clear and reported on periodically with active management of performance and attendance.
5. Ensuring quality assurance processes are in place to review Operations audit and investigations work with a focus on continuous improvement.
6. Developing Senior Officers and staff through delegation, training and coaching to maximise their potential.
7. Fostering and encouraging high level performance and teamwork.
8. Ensuring all staff know and understand their work.
9. Support the ADC in the development and implementation of the Operations business plan and Audit & Investigations team plan and contribute to IRD's Compliance Improvement Plan.
10. Manage the Audit & Investigations work on a day-to-day basis and ensure workflow, processes and systems including quality assurance are in place to facilitate the provision of quality audits.
11. Ensure audit cases are actively managed according to the Audit Manual and audit processes and procedures.
12. Produce monthly performance reports and other reports required by the ADC on Operations Audit performance.
13. Provide direction and guidance including technical support to the team on assigned cases for which the Team Leader will provide final approval upon completion.
14. Build collaborative relationships across other business functions to ensure end-to-end customer service and compliance.
15. 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.
16. 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. Effective leadership of the Operations Audit & Investigations team and contribution to the Operations section.
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. Operations Audit & Investigations plans are developed, implemented, and reported on regularly.
4. Achievement of the audit plan including performance standards.
5. Efficient and effective work processes are in place to ensure high quality audits provided, including quality assurance processes supporting continuous improvement.
6. Attendance and support provide to auditors in meetings with taxpayers and their tax agents as required.
7. Proactive engagement with taxpayers and their tax agents in a manner that positively influences compliance behaviour.
8. Improvements in large taxpayers' voluntary compliance.
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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 in accounting or auditing with at least 3-5 years of work experience in the auditing environment.

Desirable Qualifications

A minimum of a Diploma in a relevant discipline or 5 years work experience in similar field.

Capabilities Required

1. Leadership and management skills.
2. Ability to foster teamwork and build collaborative relationships.
3. Business planning and implementation skills.
4. Experience in auditing and investigations practice including dealing with more complex audit cases.
5. Understanding of compliance risk management.
6. Knowledge of tax laws and regulations, procedures, and practices.
7. Customer service and relationship management skills.
8. Communication – verbal and written skills.

9. Problem solving skills.
10. Data analysis skills.
11. 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 skills including inspiring, motivating, and developing people and teams to achieve Operations Audit & Investigations objectives.
- KSC2.** Management skills including work allocation, measurement, monitoring, and evaluation, reporting on performance, and developing and implementing work processes to ensure delivery of Operations Audit & Investigations outcomes.
- KSC3.** Strong auditing and investigations skills.
- KSC4.** Knowledge of tax laws and regulations, procedures, and practice.
- KSC5.** High level skills in verbal and written communication.
- KSC6.** Strong stakeholder and relationship management skills.
- KSC7.** Ability to analyse data and other information and make effective decisions.
- KSC8.** Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance.
- KSC9.** Demonstrate a commitment to gender equity in the workplace.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$3,114.35 - \$3,415.22 **Annual Salary:** \$80,973.06 - \$88,795.66

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 packages.
- 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

12/8
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Date Approved

Additional Comments: 