



## 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):** 273-00366, 273-00159, 273-00167, 273-00204, 273-00190, 273-10206

**MINISTRY VACANCY REF:**

**POSITION TITLE:** Team leader Post Assessing

**POSITION LEVEL:** L10/11                      **ANNUAL SALARY RANGE:** \$69,605.56 - \$83,795.66

**THIS POSITION REPORTS TO:** Assistant Deputy Commissioner Processing and Data Capture.

**THIS POSITION SUPERVISES:** Senior Post Assessing Officer and Post Assessing Officers.

### 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 Post Assessing is to lead and manage the Post Assessing team to review tax returns, notices and assessments for all tax types. A key duty is to assist the Assistant Deputy Commissioner in the development and implementation of the Processing & Data Capture Business Plan and contribute to IRD's Compliance Improvement Plan. Another key duty is to develop, implement and monitor the Post Assessing team workplan. The Team Leader will lead a Post Assessing team to examine tax returns and other information regarding any irregularities, inconsistencies or miscalculations that need to be reviewed and resolved in a short period of time. The role requires achievement of Key Performance Indicators and service standards.

## **SECTION C - KEY DUTIES**

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

1. Lead and manage the Post Assessing team – it's staff, performance, and outcomes.
2. Delegating and assigning tasks and responsibilities to Senior Officers and staff and monitoring their progress.
3. Ensuring performance expectations of the team members are clear and reported on periodically with active management of performance and attendance.
4. Ensuring quality assurance processes are in place to review Post Assessing work with a focus on continuous improvement.
5. Developing Senior Officers and staff through delegation, training and coaching to maximise their potential.
6. Fostering and encouraging high level performance and teamwork.
7. Ensuring all staff know and understand their work.
8. Support the ADC in the development and implementation of the Processing & Data Capture business plan and contribute to IRD's Compliance Improvement Plan.
9. Develop, implement, and monitor the Post Assessing team workplan.
10. Manage the Post Assessing 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 reviews.
11. Produce monthly performance reports and other reports required by the ADC on Post Assessing performance.
12. Engage with taxpayers ensuring that problems/issues are dealt with quickly and professionally.
13. Identify patterns and the drivers of taxpayer errors, and ways to reduce these errors through form and system design and communications.
14. Identify cases that require escalation to Audit and Investigation.
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 Post Assessing team and contribution to the Processing and Data Capture 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. Post Assessing plan is developed, implemented, and reported on regularly.
4. Achievement of the Post Assessing plan including service standards met.
5. Efficient and effective work processes in place to ensure Post Assessing work results in accurate and timely finalisation of tax returns and other forms.
6. Improvements to the quality of taxpayer tax returns and forms through effective feedback mechanisms supporting improved voluntary compliance into the future.
7. Appropriate escalation of cases to Audit and Investigation.
8. Maintenance of high levels of professionalism and integrity in the workplace.
9. Effective compliance risk management processes in place.
10. 100% attendance (unless on authorised leave) and compliance with Code of Conduct.

## **SECTION E - QUALIFICATIONS AND CAPABILITIES**

### **Mandatory Qualifications**

Bachelor's degree in business or accounting and at least 5 years tax or auditing experience.

### **Capabilities Required:**

1. Leadership and management skills and experience.
2. Ability to foster teamwork and build collaborative relationships.
3. Business planning and implementation skills.
4. Experience in managing a service delivery or data capture environment is desirable.
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 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 Post Assessing objectives.
- KSC2.** Management skills including work allocation, measurement, monitoring, and evaluation, reporting on performance, and developing and implementing work processes to ensure delivery of Post Assessing outcomes.
- KSC3.** High level skills in customer service and relationship management.
- KSC4.** High level skills in verbal and written communication.
- KSC5.** Knowledge of tax laws and regulations, procedures, and practice.
- KSC6.** Ability to analyse data and other information and make effective decisions.
- KSC7.** Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance.
- KSC8.** Demonstrate a commitment to gender equity in the workplace.

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

**Fortnightly Salary:** \$2,677.14 - \$3,222.67      **Annual Salary:** \$69,605.56 - \$83,795.66

**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**

12/8/24  
.....  
**Date Approved**

*Additional Comments:*

Approved