



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE: Ministry of Finance & Treasury

DIVISION/SECTION: Inland Revenue Division **DUTY STATION:** Honiara

POSITION NUMBER: 273-00155 **MINISTRY VACANCY REF:**

POSITION TITLE: Commissioner, Inland Revenue

POSITION LEVEL: LSS3 **ANNUAL SALARY RANGE:** \$150,706.59 - \$161,053.58

THIS POSITION REPORTS TO: Permanent Secretary, Ministry of Finance and Treasury and Minister of Finance and Treasury on tax administration matters.

THIS POSITION SUPERVISES: Deputy Commissioner Inland Revenue (Support, Design & Monitoring), Deputy Commissioner Inland Revenue (Operations and Processing), Tax Exemption Secretary, Senior Tax Lawyer, Senior Policy Analyst, Executive Secretary.

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 to ensure the Tax Administration is managed and operating in an effective and efficient manner. The overall goal of IRD is to maximise revenue and in so doing improve the lives of all Solomon Islanders.

This position is responsible for the administration of the Income Tax Act, Goods Tax Act, Sales Tax Act, Traffic Act, Stamp Duties Act, and control and management of the collection of taxes levied under the above Acts. This is achieved through management and leadership of the Inland Revenue Division and the delegation of authority to authorised officers.

The Division is positioning itself for the future undertaking a major donor funded initiative to modernise revenue administration and in so doing mobilise revenue. These reforms will transform IRD through re-structuring and expanding the workforce, introduction of new legislation and a Value Added Tax, business process changes, Information Technology upgrade, Gender initiatives, Human Resource management enhancements and building capacity and capability in leadership, management and staff ability.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

Management

1. Manage a large complex Division undergoing significant change in the way services and enforcement are delivered and the technology and skills supporting this.
2. Manage a tax system that encourages voluntary compliance by taxpayers, retains the confidence of the community and proactively addresses compliance risks.
3. Determine overall strategic direction and leadership to the Inland Revenue Division.
4. Be responsible for the overall monitoring of the performance of the division.
5. Negotiate and agree performance targets for the Deputy Commissioners.
6. Ensure functional relationships are maintained across all sections of IRD.
7. Be responsible for maintaining strong relationships with key Government stakeholders.
8. Build and maintain relationships with professional and community groups to develop a better understanding of taxation policy, law and procedures with the aim of encouraging compliance.
9. Ensure practices within IRD are in accordance with agreed policies, instructions and plans and the laws that IRD administers.
10. Participate as a member of the Ministry of Finance and Treasury Head of Division Team.
11. Ensure decisions made by staff are within the delegated authority.
12. Manage the relationship between the Solomon Islands Inland Revenue Division and other tax administrations in the Pacific and around the World where necessary.

Technical

1. Administer legislation including the Income Tax Act, Stamp Duties Act, Sales Tax Act, Goods Act, Traffic Act.
2. Provide advice on fiscal, economic and tax policy matters (including investment incentives) where there are tax implications.
3. Be responsible for the overall forecasting, collection, analysis and reporting of the Divisions revenue collections.
4. Appear at Parliamentary Budget Committee reviews.
5. Ensure systems are in place to monitor that Acts and Regulations administered by the Division are correctly interpreted and applied.
6. Ensure statutory and discretionary exemptions and incentives are applied lawfully and for the benefit of the Solomon Island Government.
7. Act as Chairperson of the Revenue and Customs Exemption Committee.
8. Contribute to the development of tax policy changes or initiation of new and remedial policies.
9. 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:

- I. Positive feedback being received about the division from the Ministry overall, and external stakeholders.
- II. Good relationships exist between the division and stakeholders and strong networks are developed.
- III. Revenue targets being met or exceeded.
- IV. Policies and procedures being properly adhered to.
- V. Legislation being accurately, consistently and fairly applied.
- VI. Goals and activities of the division are in line with Whole of Government and the Ministry priorities.
- VII. Overall performance and morale of IRD staff is high.
- VIII. IRD has up to date business plans and staff workplans which are monitored and reported on regularly and in a timely manner.
- IX. 100% attendance (unless on authorised leave) and compliance with Code of Conduct.

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- A degree in accounting law, economics, management or a related professional field.
- Proven leadership and senior management skills and ability.
- Proven strategic planning and management skills.
- Excellent communications skills.
- Ability to manage complex stakeholder relationships e.g. political, business, community, donor and taxpayer.

Desirable Qualifications

- Comprehensive understanding of the Solomon Islands taxation system.
- A Master's Degree is desirable.
- An awareness of taxation as it applies in other countries.
- A good understanding of the role and application of human resource management.
- Knowledge of change management processes and application.
- Basic understanding of economic principles.
- Good understanding of how to formulate a budget.

Capabilities Required

- Ensures productivity of the division is maintained to produce results as required.
- Can create a strong high performing team by empowering people, fostering open dialogue, effectively allocating resources and ensuring that individuals work together.
- Promotes consultation, share ideas, ensures understanding and appreciation of common goals and strives for excellence.
- Strong grasp of key issues and trends facing the organisation and the wider Public Sector.

- Ensures performance of all direct reports and staff in the organisation is effectively managed.
- Able to appropriately determine future direction for the Division, develop plans that address this, and ensures that the work of the division is in line with these plans.
- Able to manage the day-to-day operations of a large complex organisation.
- Demonstrates resilience and composure under pressure.
- Understands the political and organisational context within which they work.
- Manages conflict, resolving differences equitably and calmly.
- Ability to analyse issues and make effective decisions across a wide range of issues.
- The ability to ascertain and assess facts and opinions, negotiate and express conclusions clearly, in both written and oral forms.

SECTION F - KEY SELECTION CRITERIA

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

- KSC1. A good work record with competence demonstrated in leadership and management preferably in a tax administration or similar agency
- KSC2. Proficient in the concepts and application of the Income Tax act and other Acts administered by the Division.
- KSC3. Ability to read, interpret and apply legislation.
- KSC4. Ability to formulate, review and implement policy
- KSC5. The ability to communicate to a wide range of people including tax agents, lawyers, senior public servants in Government, Division staff, community groups, politicians and donor representatives.
- KSC6. The ability to ascertain and assess facts and opinions, negotiate and express conclusions clearly in both written and oral forms.
- KSC7. A high level of initiative and self-motivation.
- KSC 8. Effective oral and written communications skills, including the ability to prepare accurate reports and other documents in English.
- KSC9. Ability to analyze issues and make effective decisions across a wide range of issues e.g.; personnel, operational etc.
- KSC10. Maintain a helpful and professional attitude when dealing with Government, business, and community interest groups.
- KSC11. Must be computer literate, with word, Microsoft excel & Power Point.
- KSC12. Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance.
- KSC13. Demonstrate a commitment to gender equality in the workplace.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: **\$5,796.41– \$6,194.37** Annual Salary: **\$150,706.59 - \$161,053.58**

Annual Leave entitlement: **28 days**

Other Conditions of Service relevant to this position stipulated in the Contract

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: