

Tuvalu Government – Job Description



Position Title:	Senior Tax Auditor	
Level and Salary (P/L):	T1-T3	\$15,448 - \$29,287
Ministry and Department:	Ministry of Finance and Economic Development	Tuvalu Revenue & Customs Department
Location:	Funafuti Island	
Reports to:	Director of Revenue & Customs Department	

JOB PURPOSE:

Management the large Business Section team functions to establish, quantify & assess Large Business tax liabilities, assure professional & operational integrity, compliance & revenue collection

KEY RESPONSIBILITIES: (list no more than 6 key responsibilities not tasks)

1. Appraising Large Business Section performance.
2. Managing work collaboratively with large Business to ensure that strategic & operational planned outcomes achieved.
3. Ensuring taxpayer information confidentially & privacy
4. Preparing correspondence letter to clients.

MAIN DUTIES AND OUTCOMES: (list duties/tasks and outcomes of the responsibilities)

- 1.1 Enforcing the Taxation Law
- 1.2 Conduct audits to private sectors
- 2.1 Conducting audits to Large Business on their PAYE, TCT, NPT
- 2.2 Developing new audit strategies & procedures
- 3.1 Ensuring Large Business clients comprehend tax liabilities
- 3.2 Plan, oversee & audit Large Business books & records.
- 4.1 Providing time schedules for business that are under audits.
- 4.2 Ensuring taxpayer information confidentiality & privacy
- 5.1 Preparing job rotation & work rosters in consultation with management team.

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MANDATORY REQUIREMENTS:

Degree/Bachelor or equivalent in Accounting, Auditing, Law or communications

AND

At least Five years working experience (related to the level of the positions)

DESIRABLE REQUIREMENTS:

Good written and oral communication skills (Tuvaluan and English)

High-level attention to detail and accuracy

Excellent excel spreadsheet and computer skills

Ability to liaise with a range of stakeholders

Sound time management skills

NOTE.

Officer will be required to travel to international and outer islands as required.