

# Government of Tuvalu — Job Description



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|--------------------------|--|---------------------|
| Position Title:          | Tax Auditor                                  |                     |
| Band and Salary:         | T1 – T3                                      | \$15,448 - \$29,287 |
| Ministry and Department: | Ministry of Finance and Economic Development | Inland Revenue      |
| Location:                | Funafuti                                     |                     |
| Reports to:              | Senior Tax Auditor                           |                     |

## JOB PURPOSE:

Manage and support compliance from tax payers in terms of lodgment of tax returns and payment of taxes.

## KEY RESPONSIBILITIES:

1. Conduct risk profiling and case selection
2. Conduct desk and case specific investigation and audit functions
3. Prepare reports and referencing of audit results
4. Provide tax advice and education to business clients

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

- 1.1 Accurate and timely enter of tax returns into the Revenue Management System (RMS)
- 1.2 Analyze and identify the risk returns of non-lodgment and non-payment of taxes
- 2.1 Conduct audits to examine tax returns and determine the tax liabilities by tax types.
- 2.2 Conduct interviews with tax payers in relation to the tax audit
- 3.1 Draft and prepare audit reports for submission to the team leader and Director.
- 4.1 Provide timely advice to tax payers through education and awareness programs through workshops and media

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## MANDATORY REQUIREMENTS:

### Qualification and Experience:

Diploma level in Economics, Accounting, Tax, Auditing, Law or Communication At least two years working experience in a related field

Ability to maintain confidentiality and discretion at all times

### Skills and Knowledge:

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

### IMPORTANT NOTICE

#### Applicants through their applications MUST:

- (i) Address all the qualification requirements of the job description.
- (ii) Address each of the responsibilities of the job as listed in the job description indicating how best he/she can carry out those responsibilities satisfactorily and at the same time add value to the job.
- (iii) The response in each case in (i) and (ii) must reflect the information in the CV; and the job application checklist.

It is expected that officers recognize the cross-cutting nature of gender issues; the roles and responsibilities in this job description should be performed by taking into account a sector integration of gender perspectives.