

Job Title – Grade:	Compliance Officer (Accounting, Assessment & Analysis (AAA))–P1
Department-Division- Sec:	Domestic Tax
Reports to:	Manager -Accounting, Assessment & Analysis
Supervises:	N/A
Overall Objectives:	To contribute to the collection of lawful Domestic Revenues in accordance with the Revenue Code and other related regulations.
Main Responsibilities:	<ol style="list-style-type: none"> 1. Responsible for implementation the strategic goals and policies of the section as it relates to assigned team. 2. Responsible for conducting of reviews, analysis, assessment and proper accounting of taxpayer accounts and documentation. 3. Responsible for filing, safekeeping of records, and general upkeep of office.
Main Tasks:	<p>R1: Responsible for participating in the implementation of the strategic goals and policies of the section as it relates to assigned team.</p> <ol style="list-style-type: none"> 1. Implement the tax policies, strategies and reforms as mentioned in the department’s business plan and specified in team’s operational plan. 2. Implement tax programs, processes and procedures. 3. Educate taxpayers about the AAA compliance procedures and processes. 4. Monitor taxpayer compliance and raise bills for delinquent taxpayers as required. <p>R2: Responsible for conducting of reviews, analysis, assessment and proper accounting of taxpayer accounts and documentation.</p> <ol style="list-style-type: none"> 1. Conduct reviews and compliance checks on monthly, quarterly and annual tax returns. 2. Ensure all relevant information and documentation are received for tax returns. 3. Conduct analysis (including comparable analysis where applicable) of tax returns to see if they are realistic and accurate

in terms of turnover, expenditure deductions, etc. and are in line with industry trends.

4. Prepare reassessment of tax returns if current assessment is inaccurate, etc.
5. Keep accurate records and or accounting of the taxpayer accounts.

R3: Responsible for filing, safekeeping of records, and general upkeep of office.

1. Make copies and file documents in accordance with filing convention of the section.
2. Keep an up-to-date inventory of the office equipment, furniture and materials.
3. Supervise the general upkeep of the office.
4. Participate and conduct weekly or monthly meetings with staff and or team members.

Competencies:	Title of Competency	Proficiency Level		
		Required	Acquired	Variance
	Customs Legislations & Procedures	1		
	Tax Legislations & Procedures	3		
	SIGTAS	4		
	Financial Accounting	3		
	Financial Analysis	3		
	Taxation(General)	2		
	Tax Analysis	2		
	Tax Audit	2		
	Communication (Oral & Written)	3		
	Report Writing	3		

	IT Fundamentals	3		
	Work Planning	2		
Qualifications:	Bachelor's degree in Taxation, Business Administration, Accounting, or related field.			
Work Environment/ Conditions:	Office work, intellectual effort, periodic field visits to TBOs, possibility of working beyond normal work hours, and may be called upon to perform other duties as required.			
Approval Date:	April 1, 2017			