

<b>Job Title – Grade:</b>	Senior (Auditor) -P3
<b>Department-Division -Section:</b>	Domestic Tax Medium Tax
<b>Reports to:</b>	Manager(Audit)
<b>Supervises:</b>	Officers and other staff
<b>Overall Objectives:</b>	To contribute to the collection of lawful Domestic Revenues in accordance with the Revenue Code and other related regulations.
<b>Main Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. <b>Responsible for supervising audit activities to maximize the collection and protection of revenue.</b></li> <li>2. <b>Responsible for supervising the verification and scrutiny of all taxpayer declarations and statements.</b></li> <li>3. <b>Responsible for overseeing the resources of the office.</b></li> </ol>
<b>Main Tasks:</b>	<p><b>R1: Responsible for supervising audit activities to maximize the collection and protection of revenue.</b></p> <ol style="list-style-type: none"> <li>1. Supervise the implementation of tax policies, strategies and reforms as mentioned in the department’s business plan.</li> <li>2. Assist with monitoring the section’s performance against plans and performance standards.</li> <li>3. Participate in the implementation of tax programs, processes and procedures.</li> <li>4. Supervise the preparation and submission of monthly and quarterly audit reports.</li> <li>5. Assist with monitoring and analysing trends in non-compliance.</li> </ol> <p><b>R2: Responsible for supervising the verification and scrutiny of all taxpayer declarations and statements.</b></p> <ol style="list-style-type: none"> <li>1. Supervise the performance and conduct of desk audits on monthly, quarterly and annual taxpayers returns and declarations.</li> <li>2. Assist in the review of all desk and tax audit reports before onward submission to manager.</li> <li>3. Supervise the review and verification of taxpayer refund claims.</li> <li>4. Participate in the conduct of field audit exercises and report any irregularities observed.</li> </ol>

5. Participate in the development and implementation of tax audit techniques to deter tax fraud, avoidance, and evasion.

**R3: Responsible for overseeing the resources of the section.**

1. Keep an up-to-date inventory of the office equipment, furniture and materials.
2. Supervise the general upkeep of the office.
3. Participate in the mentoring and coaching of other staff; helping to guide and supervise work.
4. Assist in the planning, organizing, assigning, scheduling and supervising audit teams on specific work assignments.
5. 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		
	LRA Core Function Knowledge	3		
	SIGTAS	4		
	Financial Accounting	3		
	Financial Analysis	3		
	Taxation(General)	3		
	Tax Analysis	3		
	Tax Audit	3		
	Analytical Thinking	3		
	Communication (Oral & Written)	3		

	Report Writing	3		
	IT Fundamentals	3		
	Work Planning	3		
<b>Qualifications:</b>	Bachelor's degree in Taxation, Customs, Business Administration, Accounting, or related field.			
<b>Work Environment/ Conditions:</b>	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.			
<b>Approval Date:</b>	April 1, 2017			