

LEARNING AND DEVELOPMENT OPPORTUNITY



INTERNAL REASSIGNMENT NOTICE Tax Inspector



Opening Date:	26 th April, 2021
Closing Date:	10 th May, 2021
Location:	To be Determined
Ministry/Department:	Inland Revenue Department
Job Classification:	Administrative
Assignment Duration:	Full time; 6 Months Assignment

Are you seeking an opportunity to:

- ✓ temporarily work in a different area and environment,
- ✓ grow your knowledge and experience,
- ✓ develop new skills,
- ✓ work with a dynamic team on some transformative and new initiatives?

RESPONSIBILITIES

1. Ensure all communications to and from taxpayers, together with associated records, are dealt with accurately.
2. Ensure that accurate and complete records are maintained and available for reference.
3. Perform inspection visits to business premises to ensure taxpayer compliance with Tax Legislation.
4. Process assessment notices, for each tax type, for taxpayers who have filed a return and estimated assessment notices for those who have not filed a return.
5. Reconcile the Annual Payroll Tax Returns.
6. Process remittances and reminders for taxpayers.
7. Perform any other related duties as required by Supervisor or any senior officer in order to contribute to the effectiveness and efficiency of the Ministry/Department.

SKILLS AND COMPETENCIES

- Bachelor's Degree in Business Administration/Management, Accounting or related field
- One (1) to two (2) years working experience
- Good knowledge of Government structure, policies and procedures
- Good knowledge of relevant laws, regulations and policies
- Good knowledge of accounting principles and procedures
- Good oral and written communication skills
- Good knowledge of the use of standard office equipment and computer applications
- Good analytical and decision-making skills
- Good interpersonal and organisational skills
- Ability to work well under pressure

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal Office environment

HOW TO APPLY:

Please complete the **Job Rotation Application** and provide an up to date **resume**. All application packets must be submitted to the Department of Human Resources provided below by the closing date.

Director of Human Resources
Department of Human Resources
Simms Building, 2nd Floor

Road Town, Tortola VG 1110 British Virgin Islands Or by email: hrcbvi@gov.vg