

**Opening Date:** 3 June 2016  
**Closing Date:** 17 June 2016  
**Location:** Tortola  
**Vacancy Notice No.** 53/2016  
**Job Classification:** Grade 08  
**Ministry/Department/Unit:** Inland Revenue Department  
**Position Details:** One year probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** **Salary range \$26,492 - \$42,091.** Salary is commensurate with relevant qualifications and experience.

# JOB VACANCY NOTICE

## Tax Officer II

Government of the Virgin Islands



### ROLE SUMMARY

The successful applicant will provide professional services to taxpayers in an efficient and effective manner.

### MAIN RESPONSIBILITIES

1. Update and maintain information on computer systems, databases and spreadsheets and in archives.
2. Visit the site of business operations for regulatory purposes and educate customer regarding their rights and obligations related to relevant taxes.
3. Analyse taxpayer files to prepare assessments, modify assessments and prepare certificates of good standing, certificates of earning and certificates of tax exemptions.
4. Respond to International Tax Authority (ITA) requests.
5. Assist customers with the completion of any relevant forms to ensure the smooth processing of matters.
6. Assist with processing paperwork, gathering information and verifying data.
7. Assist with records management, organisation and retrieval of documents.
8. Perform any other duties as required by the supervisor or senior officers in order to contribute to the effectiveness and efficiency of the department.

### BEHAVIOURAL COMPETENCIES

1. Develops and maintains effective working relationships within and outside the team
2. Manages relationships with others in a team, including your manager
3. Manages self to ensure conduct meets departmental standards
4. Maintains work activities to meet requirements including quality
5. Organises and maintains information
  - Normal office environment

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Associate's Degree in Business Administration, Management or related field
- Three (3) years working experience in a related area
- Sound knowledge of Government structure, policies and procedures
- Good knowledge of applicable laws, regulations, policies and procedures
- Sound knowledge of the use of standard office equipment and relevant computer applications
- Sound oral and written communication skills
- Sound interpersonal and organisational skills
- Ability to work well under pressure

### HOW TO APPLY

All applications for employment must be submitted to the address provided below by the job closing date.

Agency:

**Public Service Commission**  
**c/o Department of Human Resources**  
**Central Administration Complex**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**

Or by email: [hrdbvi@gov.vg](mailto:hrdbvi@gov.vg)

Applicants should submit the Employment Application (available at: [www.bvi.gov.vg](http://www.bvi.gov.vg)); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

*Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.*