

Opening Date: 16 June 2017
Closing Date: 30 June 2017
Location: Tortola
Vacancy Notice No. 35/2017
Job Classification: Grade 11
Ministry/Department/Unit: Inland Revenue
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: **Salary range \$34,634 – \$55,040.** Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE Senior Auditor

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will perform audits and to produce a strategy to ensure taxpayers compliance to tax legislation by developing and monitoring office and field audit programs to ensure all taxable amounts are reported to the Inland Revenue Department.

MAIN RESPONSIBILITIES

1. Supervise and monitor the activities of an audit team to ensure professional, high quality and timely work.
2. Plan and perform relevant audits.
3. Prepare audit programmes and review audit work carried out by assistants to ensure that all objectives are examined in audit programmes and that adequate documentation is in place to support the audit opinion.
4. Plan and perform surprise inspections, as well as special and unplanned audit investigations which arise during the course of the year, to ensure an element of unpredictability is retained through the audit process.
5. Prepare memoranda, management letters and reports on the results of examinations along with recommendations for improvements to ensure all findings are appropriately documented.
6. Perform office and field audits of tax accounts of individuals and enterprises to ensure tax compliance and identify any outstanding amounts due to Government.
7. Provide information to taxpayers in order to foster voluntary compliance and improve understanding of tax law, regulations and procedures.
8. Perform any other duties as required by the supervisor or senior officer in order to contribute to the effectiveness and efficiency of the department.

BEHAVIOURAL COMPETENCIES

1. Manage your own resources and professional development.
2. Provide leadership in your area of responsibility.
3. Control expenditure against budgets.
4. Manage self to model behaviour in meeting organizational standards.
5. Manage your time effectively.
6. Ensure products and services meet quality requirements.
7. Develop the trust and support of colleagues and stakeholders.

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Accounting or equivalent
- Four (4) years working experience in a related area
- Sound knowledge of Government structure, policies and procedures
- Excellent knowledge of auditing standards and accounting principles
- Sound knowledge of the use of standard office equipment and computer applications
- Sound management and supervisory skills
- Sound organisational and interpersonal skills
- Sound oral and written communication skills
- Sound supervisory skills

HOW TO APPLY

All applications for employment to the Public Service, including applications for transfer under the Employee Mobility Programme 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: hrrdbvi@gov.vg

Applicants should submit the Employment Application (available at: 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.

Applying through the Employee Mobility Programme: Applicants interested in transferring to the Public Service through the Employee Mobility Programme must submit the standard Employment Application (see above) along with the Employee Mobility Application (available at: www.bvi.gov.vg/services/emp). All sections of both forms must be thoroughly completed in order to prevent delays in processing applications. For more information about the Employee Mobility Programme, click www.bvi.gov.vg/services/emp.

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.