

**Opening Date:** 19 June 2017  
**Closing Date:** 30 June 2017  
**Location:** Tortola  
**Vacancy Notice No.** MOF/05/2017  
**Job Classification:** Grade 07  
**Ministry/Department/Unit:** Inland Revenue Department  
**Position Details:** One year probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** **Salary range \$24,485 - \$38,906** Salary is commensurate with relevant qualifications and experience.

## JOB VACANCY NOTICE

### Collections Officer

Government of the Virgin Islands



#### ROLE SUMMARY

The successful applicant will collect payments due to the Inland Revenue Department to ensure taxpayers have paid all taxes due to the Government.

#### MAIN RESPONSIBILITIES

1. Review tax files to ensure full tax compliance.
2. Manage tax arrears list to ensure payment is collected fully.
3. Prepare authorisation letters to Collection Agency to permit collection of tax arrears.
4. Monitor payment agreements, including meeting with taxpayers to ensure payment of taxes via agreeable terms.
5. Report to supervisor arrears to be dealt with by the Court to ensure legal proceedings are initiated.
6. Attend meetings, training sessions and workshops as instructed to ensure awareness of any change to policies and procedures relevant to the role.
7. 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 time to meet personal objectives
2. Gain the trust and support of your manager
3. Contribute to the effective use of resources
4. Manage self to set an example
5. Maintain work activities to meet requirements including quality
6. Inform and advise others

#### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment

#### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Associate's Degree in Business Administration, Accounting or related field
- Three (3) years working experience in a related area
- Valid BVI driver's license
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of accounting principles and procedures
- Sound knowledge of the use of standard office equipment
- Working knowledge of relevant computer software applications
- Sound interpersonal and organisational skills
- Sound oral and written communication skills
- Ability to work well under pressure
- Sound supervisory skills

#### HOW TO APPLY

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

Agency:

**Financial Secretary**  
**Ministry of Finance**  
**Central Administration Complex**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**

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