

POSITION DESCRIPTION

Internal Revenue Commission

AM3655 - Assistant Commissioner Small Medium Enterprise Audit

Reporting to Commissioner Taxation, this position will be responsible for providing strategic leadership, planning, directing and effectively managing the operations of Small, Medium Enterprises Audit Services Division.

Key Responsibilities:

- Foster high standards of work performance, attendance and attitude
- Positively influencing teams and individuals undertaking risk analysis, strategic audit planning and mining tax audit programs
- Effectively manage the operations and activities of the SME segment consistent with established audit procedures to enhance compliance and revenue collection

Expected Competencies:

- Degree or higher in Commerce or Accounting qualification
- Knowledge of Public Service General Orders regarding adherence and guidelines for all auditors
- Knowledge of Taxation Law and Practice
- Knowledge of Income Tax Act, GST Act, Public Finance Management Act and Regulation
- Highly effective strategic business planning, organizing and project management skills with the ability to set and work under pressure.
- Strong investigative, research, analytical and problem-solving skills

Applications close COB Wednesday 23rd May 2018

To apply for this position:

- Download and complete the Application Form from <http://www.vanguardpng.com>.
- Email the application to recruitment@vanguardpng.com together with a copy of your CV in MS Word format.

Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview