

POSITION DESCRIPTION

Internal Revenue Commission

AM3726 - Debt Recovery Officers

Our client, **Papua New Guinea Internal Revenue Commission (IRC)** is the agency responsible for the administration of PNG's taxation legislation. IRC is undergoing major reform and capacity building as it transitions from a Public Service Department to a Statutory Authority.

Improving the efficiencies and effectiveness of the IRC is critical to PNG Government policy and IRC.

This is creating exciting opportunities and IRC is now recruiting for:

Debt Recovery Officers (20 positions)

Reporting to the Senior Debt Recovery Officer – these positions are responsible for supporting the operations of the Debt Lodgement & Enforcement Division to effectively and efficiently administer tax debt reduction and ensure loss mitigation.

Key Accountabilities:

- Prepare taxpayers' statement of account to verify debts and non-lodgements
- Prepare and submit statistical reports for collections, lodgements and debt levels to determine target requirements
- Enforcing collection of Tax & Duties owing
- Prepare submissions for granting extension of time, legal or write off actions
- Communicating with Taxpayers or their Agents to negotiate debt settlements.

Expected Competencies:

- Diploma or Degree in Accounting, Business or other relevant discipline
- Minimum 2 years appropriate work experience
- Sound knowledge of debt recovery and debt reduction strategies
- Skills and ability to interact and negotiate debts with multiple taxpayers
- Self-confidence with excellent communication and interpersonal skills
- Computer literate with proficiency in Microsoft Office applications
- Strong work ethic and ability to work under pressure to meet deadlines.

Applications close COB Friday 21st December 2018

To apply for this position:

- Download and complete the Application Form from <http://www.vanguardpng.com>.
- Email the application to recruitment@vanguard.com.pg 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