

**VACANCY FOR JUNIOR TAX AUDITOR
REVENUE ENHANCEMENT UNIT
MINISTRY OF FINANCE**

Applicants are invited from suitably qualified Bahamians to fill the vacancy for Junior Tax Auditor, Revenue Enhancement Unit in the Ministry of Finance.

Requirements for the post:

Applicants must possess:

"Associate's Degree in Accounting (from an institution accredited for Government's purposes) with a minimum of two (2) years' relevant experience;

OR

Bachelor's Degree in Accounting (from an institution accredited for Government's Purposes)."

Confidentiality:

The Tax Auditor, while conducting their duties under the various pieces of legislation, will regard and deal with all taxpayer information as secret and confidential, and will not at any time divulge in any manner any taxpayer information or other related matters either during or after leaving the service of the Government, save as authorized by ordinance.

Competencies/Skills Required:

- Ability to understand, interpret and apply legislation;
- Excellent verbal and written communication skills;
- Strong analytical and problem-solving skills;
- Computer skills;
- Excellent computational skills;
- Good time management skills;
- Ability to work with limited supervision;
- Diplomacy and tact.

Post Summary:

Under general direction, the Junior Tax Auditor will undertake a moderately complex range of procedural, operational and administrative audit activities. These will largely be governed by set procedures and policies. The Junior Tax Auditor may exercise limited discretion to how precedents, procedures and guidelines are interpreted and applied. They are also responsible for organizing their workflow and delivering results in accordance with their work area and team plans.

Specific Duties and Responsibilities of the post Include:

- Reviewing books and records of small businesses for the purpose of the Value Added Tax Act and Business Licence Tax Act.
- Administering the Value Added Tax Act and Business Licence Tax Act.
- Preparing audit plan, establishing audit schedule and conducting detailed reviews of the taxpayers financial and other related records.
- Preparing Audit Reports, Audit Working Papers, Notice of Assessments and Audit Finalization Letters.
- Conducting interviews with taxpayers and third parties.
- Discussing audit results with Value Added Tax and Business Licence registrants.
- Performing, from time to time, other duties in keeping with the position not specifically detailed in the job description.

The salary of this post will be in the range of \$32,950 - \$43,450 per annum. Salary will be commensurate with qualifications and experience.

Successful candidates will be appointed on contractual terms of two (2) years (with gratuity payable upon satisfactory completion of the contractual period).

Application Deadline: 3rd January, 2020.

A resume and a completed Government Employee Application Form must be submitted electronically to mofcareers@bahamas.gov.bs. The Government Employee Application Form is available online at The Ministry of Finance's website: www.bahamas.gov.bs/finance under the Careers tab

Place the job title in the subject line when submitting your email (**e.g. Job Application: Call Center Officer**) Include proper contact details (**email address, telephone contact**) should we wish to reach you

Applicants that do not have the basic qualifications will not be considered.