

**VACANCY FOR COLLECTIONS OFFICER  
REVENUE ENHANCEMENT UNIT  
MINISTRY OF FINANCE**

Applications are invited from suitably qualified Bahamians to fill the vacancy for Collections Officer, Revenue Enhancement Unit in the Ministry of Finance.

**Requirements for the post:**

Applicants must possess:

**“Associate’s Degree in Business Accounting or other related field (from an institution accredited for Government’s purposes) with minimum of two (2) years’ relevant experience;**

**OR**

**Five (5) Bahamas General Certificate of Secondary Education (BGCSE) subjects with (5) years’ experience in a collections position or related field.”**

**Confidentiality:**

The Collections Officer, 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;
- Customer service orientation;
- Strong analytical and problem-solving skills;
- Conflict resolution skills;
- Good time management skills;
- Ability to work with limited supervision;
- Diplomacy and tact.

**Post Summary:**

Under general direction, the Collections Officer is accountable to undertake a complex range of procedural, operational, and administrative collection activities. These will largely be governed by set procedures and policies. The Collections Officer 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:**

1. Responsible for the collection of tax arrears raised under the Value Added Tax Act, the Business Licence Tax Act, and the Real Property Tax Act.
2. Issue notices of garnishment of salary income and bank deposits.
3. Prepare and execute warrants for restraint of assets of taxpayers.
4. Research third party records and assets (accounts receivables) and prepare documents for the attachment of same.
5. Prepare monthly reports for the Supervisor of collections activities and results.
6. Report difficult case to the Supervisor with recommendations for further action.
7. Prepare accounts for uncollectable status and referral to the Supervisor.
8. Provide assistance to taxpayers to help them become fully compliant.
9. Provides advice and recommendations to the Supervisor on changes to policies and procedures.
- to. 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 \$23,650 to \$33,850 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: 3<sup>rd</sup> January, 2020.**

A resume and a completed Government Employee Application Form must be submitted electronically to [mofcareers@bahamas.gov.bs](mailto:mofcareers@bahamas.gov.bs). The Government Employee Application Form is available online at The Ministry of Finance's website: [www.bahamas.gov.bs/finance](http://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.