

Job title	Assistant Taxation Officer	Reports to:	Head of Personal Tax & Pensions
Department:	Treasury	Section:	Taxation
Grade:	Falkland Islands Government Grade – E1	Job Code:	609AT1-4
Job Purpose			
Forming part of the Personal Tax team responsible for reviewing and enquiring into tax returns and reporting to the Head of Personal Tax & Pensions, the post-holder will be responsible for the correct application of relevant taxes legislation and procedures to ensure individual and employer compliance for the Falkland Islands Government and the Government of South Georgia & South Sandwich Islands.			
Main Accountabilities			
Day to Day duties - Assessing individuals, partnerships and small businesses to ensure the correct collection of tax revenues. This will include but not be limited to being responsible for: ❖ Reviewing profit and loss submissions, claims for relief and verifying income information whilst ensuring the tax legislation is followed. ❖ Undertaking annual reviews of employer declarations to ensure accuracy of information submitted from a variety of sources. ❖ Interpreting legislation and applying consistently to assessments. ❖ Ensuring compliance with relevant tax laws by investigating declarations and returns when necessary to ensure the correct taxable income has been assessed and under declared income is taxed accordingly. ❖ Providing information or answering queries on tax legislation. (This will be to a variety of stakeholders such as individual taxpayers, accountants, agents and employers to assist them with meeting their legal obligations). ❖ Monitoring the tax database and a variety of data sources and working alongside the Treasury to identify debtors, quantify relevant underpayments, collect via internal policies and escalate as needed. ❖ Monitoring the Payment on Account of Tax (POAT) system with the assistance of the Data Clerk and Treasury Exchequer Office to ensure employer compliance and timely receipt of revenue. This includes investigating and confirming allocation of payments between Income Tax, Corporation Tax, Retirement Pension payments [and Medical Services Tax]. ❖ Assisting with maintaining and keeping Taxation website up to date, and with testing updates to Tax Office systems. Learning, Development and Service improvements - Achieve familiarity with the Taxes Ordinance 1997 and associated subsidiary and amending legislation to assist in the overall administration of the Taxation Office. - Assist with training of Data Clerk and other ATOs to ensure that taxation knowledge is shared within the wider tax team.			

Main Accountabilities: (continued)

Learning, Development and Service improvements continued

- Contribute to the continuous development of legislation and Tax Office Systems by identifying and proposing potential improvements and by actively engaging in team debates on such issues.
- Drafting and reviewing office guides, both for internal and external use, on technical areas of legislation or internal systems and procedures as required.
- Ensure high levels of service user satisfaction in terms of responsiveness and quality of responses, learning from experience and best practice to drive programmes of continuous improvement.

General

- Strictly maintain confidentiality and observe all organisational policies and procedures.
- Cover duties of other members of staff as required.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.

Additional Information

The Falkland Islands customer base extends to over 2,600 personal taxpayers including 500 unincorporated businesses, and 300 companies. The post holder will be responsible for the application of the Taxes Ordinance of the Falkland Islands and the successful operation of those systems.

Person Specification:	Assistant Taxation Officer		
Criteria	Essential	Desirable	Assessment Method
Knowledge, Skills & Experience			
The post holder should have significant practical experience (at least 4 years) in a financial or office environment	✓		A/I/R
Aptitude for working with figures	✓		A/I/R
High standards of attention to detail and accuracy including the ability to write clearly and accurately.	✓		A/I/R
A demonstrable proficiency in working with IT software packages such as Word and Excel	✓		A/I/R
Methodical, with the ability to record data accurately	✓		A/I/R
Ability to liaise effectively and positively with all levels of staff from other departments, private organisations and members of the public	✓		I/R
The ability to communicate well both orally and in writing at all levels	✓		A/I/R
Ability to deal with change in a positive and constructive manner	✓		I/R
Ability to work effectively with minimum of supervision and as a part of a team in a busy, changing, expanding, and challenging department	✓		I/R
Excellent organisational and prioritisation skills, including the ability to identify work priorities and manage own workload to ensure deadlines are met, whilst lower priority work is also kept up to date	✓		I/R
Basic bookkeeping knowledge, previous Taxation or Accountancy office experience		✓	A/I
Personal Attributes:			
Well-motivated with the ability to use their initiative, as required	✓		I/R
Innovative thinker with the ability to contribute fresh ideas and suggest improvements	✓		I/R
Ability to adhere to strict rules of confidentiality	✓		I/R
Ability to cope well under pressure	✓		I/R
Flexible approach with the ability to work effectively in a small team	✓		I/R
Willing and able to undertake further training as required	✓		I

Person Specification:		Assistant Taxation Officer		
Criteria		Essential	Desirable	Assessment Method
Education and Qualifications				
Financial or office based qualifications (approved equivalent at NVQ Level 3) – substantial relevant experience will be considered		✓		A
Demonstrate verbal and numeracy aptitude to at least GCSE Grade C/4 level in English and Maths or equivalent (candidates may be required to undertake a test)		✓		A
Willingness to undertake further training including a bookkeeping qualification		✓		A
IT qualifications			✓	A
Note to Applicants: Please ensure that you demonstrate your ability to meet the requirements of the job in your application form by giving clear, concise examples of how you meet each criterion.				

Method of assessment:

A - Application Form

I - Selection Interview

R – Reference