



# Falkland Islands Government – Job Description

Job Title:	Company Taxation Officer (CTO)		
Department:	Treasury	Section:	Taxation Office
Reports to:	Head of Corporation Tax		
Grade:	Falkland Islands Government Grade - B		
Overall Purpose of the Role:			
To apply the Taxes Ordinance of the Falkland Islands, helping to ensure the successful operation of current systems used within the office to administer and collect revenues. To support the policy changes and development of the legislation related to the taxation in the Falkland Islands.			
Key Role Activities:			
<ul style="list-style-type: none"><li>• Conduct full and aspect enquiries into companies and larger unincorporated businesses, including partnerships in order to maximise the recovery of taxes properly due under the Taxes Ordinance. These include locally registered businesses and international businesses operating in the Islands.</li><li>• Develop, monitor and maintain the techniques of other staff on enquiry work into companies, and unincorporated businesses, including self-employed individuals.</li><li>• Support the Head of Tax in ensuring best operating practices are incorporated into the work processed across the whole Taxation Office.</li><li>• Work closely with the Head of Tax and Commissioner of Taxation on policy matters to decide the best way forward with the appropriate tax systems for the Falkland Islands Government. Liaison with UK experts on technical matters.</li><li>• Review and identify areas that require attention within Falkland Islands Taxes Ordinance 1997. This will include comparison to UK tax legislation, liaising with the Attorney Generals tax legislative drafter and public consultation.</li><li>• The purposes of this position are:<ul style="list-style-type: none"><li>○ Firstly, to conduct and manage CT casework which arises through the annual returns and assessment cycles, including cases from earlier years upon which there are outstanding queries.</li><li>○ Secondly, to contribute to the professional development and technical understanding of junior colleagues.</li><li>○ Thirdly, to contribute to tax policy and the development of tax legislation.</li><li>○ Fourthly, to act as the key point of contact for enquires from the public, the business community both locally and overseas, FIG senior management and elected Members about the operation of corporation tax and the specific rules.</li></ul></li></ul>			



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Company Taxation Officer (CTO)

**Key Role Activities:**

- The jobholder will be expected to have a good technical knowledge of the UK tax legislation and quickly gain a sound knowledge of Falkland Islands legislation.
- You will be required to work as part of a team in a busy, changing and public facing department.
- A questioning mind and the capability to produce innovative ideas and develop imaginative solutions to problems are essential as is flexibility and the ability to deal with change in a positive and constructive way.

***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.***

**Criminal Record Checks: (This post is regarded as a sensitive post)**

All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' conviction will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).

Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.

Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of an offer of employment.



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<b>Person Specification:</b>	Company Taxation Officer (CTO)		
Criteria	Essential	Desirable	Assessment Method
<b>Knowledge, Skills and Experience:</b>			
The post holder should have significant practical experience working in a Taxation Office.	✓		A
Good ability to engage effectively with all business users through clear and professional oral and written communication, including contributions to meetings and presentations.	✓		A/I
An expert ability and practical experience of corporation tax compliance and investigating company accounts.	✓		A/R
Strong experience of mentoring and developing a team in a complex technical environment.	✓		A/I/R
A demonstrable proficiency in working with IT software packages such as Word, Excel, Access to intermediate level (including formatting, calculations, manipulating data and generating reports and working with databases).	✓		I/R
Ability to liaise effectively and positively with all levels of staff from other departments, other organisations and members of the public.	✓		I
Ability to find new solutions and suggest improvements to current processes and ways of working, whilst maintaining existing high standards.	✓		R
Ability to work on own initiative, with creativity and little supervision, and where necessary make consistent judgements to inform decisions whilst taking responsibility for those decisions.	✓		R
Sound judgement.	✓		I
Excellent communication skills at individual and team level using a variety of media including the ability to liaise with and influence staff at all levels from other FIG departments and private organisations, as well as members of the public.	✓		A/I
Ability to work with and maintain a high level of confidentiality.	✓		I/R
Good organisational and interpersonal skills and a proactive attitude.	✓		I/R
Ability to adapt own workload to meet the workload needs of the team as a whole and to encouraging team members to work together and develop new ideas.	✓		I/R
<b>Personal Attributes:</b>			
Political sensitivity and awareness.	✓		I/R
The ability to work under pressure for lengthy periods when required.	✓		I/R
Acceptance of responsibility.	✓		I/R



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<b>Personal Attributes: continue</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
Competent, reliable and diligent working style.	✓		I/R
Determination to carry out tasks to completion.	✓		I/R
Consistency in judgement.	✓		I/R
<b>Qualifications and Training:</b>			
Detailed technical knowledge of UK tax legislation.	✓		A
At least one of the following qualifications – HMRC Tax Professional Development Programme (now Tax Specialist Programme), Chartered Tax Adviser (CTA) or CCAB /CIMA accountant, or equivalent.	✓		A
<b>Note to Applicants:</b> Please ensure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criterion on your application form.			

## Method of Assessment:

A - Application Form  
I - Selection Interview  
R - Reference