



Government of the Republic of Trinidad and Tobago
MINISTRY OF FINANCE

Inland Revenue Division

Notice of Vacancy

Tax Officer I (Range 34) – Inland Revenue Division

JOB SUMMARY:

Kind of Work

Work in the assessment of various taxes and duties and field work in the collection of outstanding taxes and duties.

MAIN DUTIES AND RESPONSIBILITIES:

An employee in this class performs responsible duties in the examination of Income Tax returns of employees and traders to determine tax liability. Performs field work in the collection of outstanding tax through levy, sales or other authorized means. Duties include interviewing taxpayers in case of doubt, inspection of cinemas to ensure correct payment of entertainment tax, assessment of Estate and Succession duties. Work also involves visiting the taxpayers' homes and business places and investigating the reasons for the non-payment of the delinquent accounts, PAYE, Quarterly instalments, etc. The employee is also required to interpret the more routine aspects of the tax and other allied laws, and to explain policies and procedures to tax payers and to encourage prompt settlement of their accounts. Work is reviewed for compliance with procedures and methods.

Examples of Work

Examines Income Tax returns of employees and traders as well as supporting statements, of accounts to determine tax liability. Issues call notices in doubtful cases and interviews members of the public with reference to points arising from their income tax returns. Assesses Estate and Succession duties; assesses documents relating to Stamp and other duties and miscellaneous taxes. Investigates and reports on outstanding taxes, duties, etc., and arranges to collect through levy, sale and other authorized means. Renders taxpayer assistance re: the laws, policies and procedures. Investigates and reports on delinquent accounts and makes appropriate recommendations. Maintains records and statistics on work accomplishments. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Some knowledge of tax and allied laws and departmental policies and procedures relating thereto. Some knowledge of accounting procedures. Ability to examine Tax and other returns and to interpret financial statements to determine tax liability. Ability to establish and maintain effective working relationships.

EXPERIENCE AND TRAINING:

Experience in the assessment of tax returns and in the collection of taxes, duties, etc., and the possession of a General Certificate of Education, Ordinary level with passes in five subjects including English Language and Mathematics, supplemented by the successful completion of an in-service Tax Course.