



Government of the Republic of Trinidad and Tobago
Ministry of Finance

Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: Tax Auditor

JOB SUMMARY:

Specialised auditing work at the entrance level in the assessment of various taxes administered by Inland Revenue Division; monitoring duties including review returns and examining VAT refunds requested by small companies, employees and self-employed individuals; addressing taxpayers' objections to, and request for revision or reopening of assessments as well as effecting rulings of Tax Appeal Board.

REPORTS TO:

SUPERVISION GIVEN TO:

DUTIES AND RESPONSIBILITIES:

Work involves:

- Performing the more routine aspects of auditing work relating to the investigation and examination of taxpayers returns;
- The application of elementary accounting and Auditing techniques in verifying taxpayer's books and accounts;
- Performing under the close supervision of a superior officer and being reviewed for compliance with the tax laws and departmental policies through inspections, reports and meetings;
- Investigating business and individuals claiming continuous refunds.

Examples of Work:

- Examines taxpayer's returns, and investigations and reports on discrepancies, verifies taxpayers' books, accounts and other documents to ensure compliance with the tax laws and policies.
- Interviews taxpayers in connection with tax returns and other matters. Makes recommendation for tax compliance and tax payments to taxpayers.
- Interprets tax laws and regulations and apply them to auditing procedures and also provide related guidance and information to taxpayers.

- Keeps and maintains statistical and other records.
- Attends and participates in staff meetings
- Properly documents work done and prepares audit reports.
- Prepare monthly production reports and maintain inventory of work on hand.
- Conduct relevant research and analyses of financial data to determine the correct amount of taxable income, applicable deductions and nontaxable expenses.
- Performs any related work as may be required.

KNOWLEDGE, SKILLS AND ABILITIES	
Detail-oriented professionals with a high degree of mathematical ability who examine documents and thoroughly investigate financial materials.	
KNOWLEDGE, SKILLS AND ABILITIES:	• Knowledge of accounting and auditing principles and methods of a professional standard and their application to governmental accounting system. • Some knowledge of office procedures and customer service etiquette. • Excellent written and verbal communication skills with the ability to write clear and concise reports of varying complexity. • Exceptional problem-solving skills with the ability to analyse and interpret accounting data as well as perform simple mathematical calculations quickly and accurately. • Ability to establish and maintain effective working relationships with other employees and public. • Computer skills. • Willingness to travel to taxpayer locations.
MINIMUM EXPERIENCE AND TRAINING:	
• Experience in accounting or auditing work and training as evidenced by attainment Level II ACCA or a first degree in Accounting, Management, Accounting Commerce, Economics or any related field, supplemented by successful completion of an in-service training course in Revenue Auditing work; or any equivalent combination of experience and training.	