

VACANCY NOTICE

POST OF AUDITOR I

CLASSIFICATION : 12

REPORTS TO : Audit Supervisor

SUPERVISES : N/A

SUMMARY

The Auditor examines complex accounting and related records of business firms to determine tax liability. Work requires a high degree of tact, diplomacy, courtesy in working with the business community.

Duties and tasks

1. Perform audits of individuals, individual enterprises and non-individual enterprises by:
 - a) obtaining cases assigned from the Standard Integrated Government Tax Administration System (SIGTAS);
 - b) obtaining details of taxpayer accounts from SIGTAS;
 - c) obtaining all relevant documents from the Records Unit;
 - d) reviewing and analyzing financial data to ensure compliance with tax legislation;
 - e) reviewing background and operational procedures of taxpayer where applicable;
 - f) contacting taxpayers by phone or letter to obtain additional information;
 - g) meeting with taxpayers to obtain additional information;
 - h) visiting premises of taxpayers to assess compliance to tax legislation;
 - i) producing notices of reassessment;
 - j) recording audit steps in SIGTAS;
 - k) discussing findings and recommendations with clients; and
 - l) submitting final audit reports to Audit Supervisor.

2. Provide information to taxpayers to promote good public relations and improve understanding of tax laws, regulations and procedures by:
 - a) explaining tax tables and methods of computation;
 - b) providing instructions on the use of tax forms;
 - c) assisting in the interpretation of tax laws.

3. Perform other related duties as assigned from time to time by the ACIR- Audit and the Audit Supervisor.

Knowledge and Skills:

1. an in-depth knowledge of Income Tax Laws and Practice;
2. strong analytical and problem solving skills;
3. effective communication skills;
4. sound knowledge of generally accepted Auditing and Accounting principles, Standards and Procedures;
5. prior experience in auditing would be an asset.

Qualifications & Experience

1. Qualified ACCA /CGA / CPA plus at least 1 year relevant work experience; or
2. Level II ACCA / CGA / CPA plus at least 2 years relevant work experience; or
3. Degree in Accounting plus at least 3 years relevant work experience

Other

Versed in the use of Excel and Word

Exposure to an Accounting packages such as Peachtree, AccPac

Ownership of a personal vehicle and a valid Driver's License.

Conditions:

1. Congenial office accommodation is provided.
2. Institutional support is provided through appropriate Civil Service Regulations, Statutory Instruments, Collective Agreements and Departmental guidelines.
3. Contractual appointment.

Salary is in accordance with Classification Scale of the St. Lucia Public Service. Performance will be evaluated bi-annually.

Completed Government Employment Application and Referee forms should be submitted to:

**Comptroller
Inland Revenue Department
Heraldine Rock Building
Waterfront
CASTRIES**

DEADLINE FOR SUBMISSION IS November 18, 2011