Tax Administration Jamaica
Working together to serve you EVEN better

JOB DESCRIPTION & SPECIFICATION

Job Title:	Supervisor, Revenue Verification
Classification/ Grade:	Level 5
Functional Area:	Corporate Services Division – Finance and Accounts Branch
Reports to:	Manager, Revenue Accounting and Verification
Manages Directly:	Revenue Verification Officers
Manages Indirectly:	

This document is validated as an accurate and true description of the job as signified below.

Employee	*Date*
Head of Division/Unit	*Date*
Date received in HRM&D Division	*Date created/revised*

Tax Administration Jamaica
Working together to serve you EVEN better

JOB DESCRIPTION & SPECIFICATION

JOB PURPOSE

To ensure adherence of accounting policies and procedures with respect to Revenue Collections for all Tax Offices, address errors or discrepancies identified during the collection process in accordance with the Financial Administration and Audit Act and Instructions.

KEY OUTPUTS

- Revenue Accounts Financial Statements checked and certified;
- Queries prepared;
- Charge back information verified;
- Errors and discrepancies addressed;
- Lodgements verified against Cash Sheets and accounted for;
- Procedures developed to provide guidance;
- Reports submitted.

KEY RESPONSIBILITY AREAS

Management and Administrative Duties:

- Prepares and implements Work Plan for the Unit;
- Manages and monitors the performance of the Unit;
- Prepares the Monthly Performance Reports for submission;
- Establishes and enforces standards and rules of professional conduct for staff within the Unit in order to maintain the highest degree of confidence in its integrity and efficiency;
- Ensures staff is aware of and operates in accordance with all relevant laws, policies;
- Maintains effective working relations with external and internal stakeholders, ensuring that the Unit provides a consistently high level of service to them.

JOB DESCRIPTION & SPECIFICATION

Technical and Professional duties:

- Manages the correction of errors made and resolves challenges encountered during the collection process;
- Ensures the accurate examination of tax accounts and preparation of the financial reports by the Verification Officers for submission to the Financial Reports and Payments Processing Unit;
- Ensures vetting and submission of the source documents to the Manager, Revenue Accounting and Verification and respective units facilitating timely processing;
- Oversees the processing of payments through the Electronic Banking System;
- Consolidates and certifies financial and accounting information from the seven RSCs for dispatch to the Manager, Revenue Accounting and Verification;
- Provides support to all collecting locations by monitoring and providing guidance with a view to strengthening procedures;
- Communicates with the banks to resolve discrepancies on behalf of the Tax Offices;
- Liaises with the Manager, Bank Operations to resolve discrepancies on behalf of the collecting locations;
- Liaises with Information Technology personnel for resolution of system problems encountered;
- Creates log-ins for Verification Officers to access the Revenue Accounts Financial Statement System;
- Attaches new Tax Types to the Revenue Accounts Financial Statement System by means of adding Tax Type Codes with the assistance of the Information Technology Unit (I.T. Unit);
- Ensures that all Tax Accounts from the RSCs are received within stipulated timeframe to commence processing;
- Ensures that all the necessary resources are acquired and appropriately stored and proper records maintained;
- Ensures all supporting documents representing lodgements made by the Tax Offices are accounted for;

JOB DESCRIPTION & SPECIFICATION

- Performs any other duties assigned by the Manager Revenue Accounting and Verification.

Human Resource Responsibilities

- Develops and manages the Unit's HR plan that addresses staff requirements and succession planning and liaises with the Director Revenue Accounts Management;
- Participates in the selection of staff for the Unit;
- Conducts periodical reviews of supervisees in accordance with the Work Plan;
- Completes final performance assessments and recommends appropriate training and development programmes as necessary;
- Initiates and participates in disciplinary proceedings relating to staff members within the Section and implements corrective measures;

PERFORMANCE STANDARDS

This job is satisfactorily performed when:

- Revenue Accounts Financial Statements for the RSCs have been checked, certified and forwarded to the Financial Accounting Unit within the specified time period;
- 100% of queries written are submitted within stipulated timeframe;
- Errors and discrepancies encountered during the collections process addressed within agreed timeframe;
- Electronic Bank payments have been approved within the agreed timeframe.
- All deposits made by the Tax Offices are reflected within the TAJ Bank accounts.
- Human resource policies and procedures are administered equitably and without discrimination in accordance with established standards.

AUTHORITY TO:

- Verify completeness and accuracy of Financial Sheets;
- Approve payments;

JOB DESCRIPTION & SPECIFICATION

- Create log in for staff to access Revenue Accounts Financial Statement System;
- Manage human resources.

CONTACTS	NATURE OF CONTACT
Internal Director Information Technology Unit Tax Offices	 Receives directives and provides updates about staff, financial activities and reports. Creates log ins and maintains system. Provides assistance with the Revenue Accounting Activities.
External Banks – National Commercial Bank (NCB) and Bank of Nova Scotia (BNS)	Issues and receives bank lodgement information. Rectifies discrepancies identified.

REQUIRED COMPETENCIES

a) Specific Knowledge

- Comprehensive knowledge of the Financial Administration and Audit (FAA) Act.
- Comprehensive knowledge of TAJ's policies and procedures.
- Comprehensive knowledge of accounting principles and practices.
- Very good knowledge of the computer systems and relevant applications.

b) Required Skills and Specialised Techniques

- Excellent communication skill.
- Excellent team and interpersonal skills.

- Excellent analytical, planning and organizing skills.
- Excellent time management skill.

c) Qualification and Experience

- Bachelor's Degree in Accounting or Business Administration/ACCA Level II or equivalent
- Three (3) years' work experience in related field.

WORKING CONDITIONS

- Normal office environment
- Travel (40%).

Vision Statement

A World-Class Tax Administration

Mission Statement

To collect the Revenue due in an equitable and cost-effective manner, foster voluntary compliance, provide excellent service to our customers through an engaged and empowered staff.