



Internal Revenue Commission

Position Description

A. POSITION DETAILS

Position Title/ Designation	Manager: Fraud Prevention & Intelligence
Grade/ Classification	IRC 10
Immediate Supervisor/Manager	Director: Internal Integrity and Security
Division/ Section	Internal Audit & Integrity Division/ Integrity & Security

B. PURPOSE

This position reports to the Director, Internal Integrity and Intelligence and is responsible for managing and leading the Fraud Prevention and Intelligence (FP&I) team to detect and prevent fraud and theft against the Commission and to conduct appropriate investigations and prosecution or disciplinary proceedings into allegations of fraud or misconduct committed by employees within the Commission.

C. ACCOUNTABILITIES

- Provide leadership and foster high standards of work performance, attendance and attitude, positively influencing teams and individuals;
- Ensure fraud prevention and intelligence programmes are effectively implemented to reduce incidents/risks of fraud and theft committed against the Commission.
- Develop and implement sound Fraud Prevention & Intelligence programs, policy and procedures and information/evidence collating systems to manage incidents of fraud and theft within the Commission.
- Establish and maintain effective systems for monitoring the progress of investigations, referrals, completing, closing and filing of cases.
- Ensure Fraud Prevent & Intelligence work programs are effectively and efficiently completed with approved budget and time frames.
- Foster a high performance culture, value learning, continuous improvement and diversity within the team, division and across IRC.

D. POSITION AND PERSON SPECIFICATIONS

- Degree in Accounting or Law and/ or a relevant discipline, or extensive industry experience.
- Knowledge and experience in managing risk analysis, strategic audit planning and the implementation internal audit reviews and control/ assurance programs.
- Knowledge, understanding and practical experience with Public Finances Management Act 1995, Public Services Management Act 1995, and the understanding of Tax Acts and Regulations.
- Experience in Auditing, Accounting or Law or a relevant discipline.
- Experience in maintaining internal integrity and control systems; and ability to reduce or mitigate the risks/incidents of fraud and theft against an organization, and misconduct in the workplace.
- Experience in auditing, investigation and accounting skills and the ability to undertake thorough workplace risk analysis and assessments.
- Effective planning and project management skills with the ability to set and work under pressure (personal, team and IRC) and meet deadlines.
- Strong investigative, research, analytical and problem solving skills;
- Excellent influencing and interpersonal skills with people at all levels, internally and externally, including strong written and oral communication skills.