



Internal Revenue Commission

Position Description

A. POSITION DETAILS

Position Title/ Designation	Internal Auditor, Tax
Grade/ Classification	IRC 07
Immediate Supervisor/Manager	Manager, Internal Audit
Division/ Section	Internal Audit & Integrity Division/ Internal Audit

B. PURPOSE

This position reports to the Manager, Internal Audits and will perform work of the Tax Internal Audit Section in implementing efficient and effective field audits of Tax Operations to apprise the Assistant Commissioner Internal Audit & Integrity, the Commissioner of Tax and the Commissioner General on the degree of efficiency and effectiveness of Tax Operations.

C. ACCOUNTABILITIES

- To enable the Assistant Commissioner Internal Audit & Integrity, the Commissioner of Tax and Commissioner General to improve policy, internal controls and operational efficiency, while reducing opportunities and incidents of revenue fraud and theft against the Commission, and misconduct among IRC Managers and Staff.
- Cooperate in formulating and implementing of Internal Audit strategic and annual work plans
- Cooperate with support and assist other Tax Internal Audit Staff in conducting Tax Operations field audits.
- Contribute in assessing needs for adopting contemporary and advanced best practice in improving internal controls and auditing practices.
- Provide relevant information to Senior Tax Internal Auditor in respect of resource requirements and preparing annual budget expenditure for the Tax Internal Audit Program.
- Discuss with staff on on-going education, training and development needs for Tax Internal Audit Staff.
- Work effectively with Senior Internal Auditor, Tax Audit to prepare reports and briefs for the Auditor General and Department of Finance & Treasury in respect of External Audits on Tax Operations.
- Professionally perform other related duties at a comparable level.

D. POSITION AND PERSON SPECIFICATIONS

- Degree in auditing, accounting or relevant discipline or extensive industry experience
- Auditing and/or investigative skills
- Effective oral and written communication skills
- Understanding and practical experience with Public Finances Management Act 1995
- Knowledge and understanding or ability to quickly acquire knowledge and understanding of the IRC Act 2014
- Understanding Tax Acts and Regulations
- Experience in Accounting, Law or a relevant discipline.