

JOB DESCRIPTION			
JOB TITLE	Senior Manager – Assessment – Compliance		
DIVISION	Domestic Tax	DEPARTMENT	Compliance
REPORTS TO	Assistant Director General (DG) - Tax Compliance	SUPERVISES	Manager - Corporate Income Tax Manager - Individual Income Tax
JOB SUMMARY	The Senior Manager – Assessment – Compliance is responsible for accomplishing the TTRA’s objectives by managing staff, planning, and evaluating Department(s) activities to ensure compliance with the Income Tax and Allied Laws.		
JOB SPECIFICATION: QUALIFICATIONS AND EXPERIENCE			
EDUCATION REQUIREMENTS	<ul style="list-style-type: none"> M.Sc. in Management or Accounting or equivalent professional certification in Accounting such as ACCA or CPA 		
KNOWLEDGE REQUIREMENTS	<ul style="list-style-type: none"> Extensive knowledge of Customs and Excise Laws, Tax Laws, administrative rulings and tariff structures of Trinidad and Tobago 		
EXPERIENCE	<ul style="list-style-type: none"> Eight (8) years’ experience including at least five (5) years at the managerial level in tax assessments, auditing and or tax administration 		
OTHER	<ul style="list-style-type: none"> Any equivalent combination of education and experience 		
RESPONSIBILITIES AND ACCOUNTABILITIES			
<ul style="list-style-type: none"> Plans and directs work of Managers engaged in leading teams in the investigation and ascertainment of the correctness of tax returns and accounts filed by the party under assessment, as well as, determination of the quantum of taxable turnover and also the quantum of the taxable amount payable by the taxpayer. Accomplishes staff job results by: <ul style="list-style-type: none"> Developing the work plan for the Department Establishing Key Performance Indicators (KPIs) Appraising job results Training, coaching, and counseling employees Disciplining employees Identifying technical performance gaps and ensuring the conduct of the relevant training Ensures the completion of operations by: <ul style="list-style-type: none"> Establishing and monitoring work plans Monitoring productivity standards Resolving operations problems Ensuring the maintenance of reference manuals Ensures the maintenance of adequate statistical and accomplishment records of Departments. Prepares/provides direction to the preparation of Department reports including reports responding to audit points to determine the efficacy of plans. Develops, coordinates, and enforces systems, policies, and procedures. Oversees the maintenance of a safe and healthy work environment by establishing and enforcing organisation standards and adhering to legal regulations. Controls the Department’s expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions. 			

- Oversees the maintenance of quality service by enforcing quality and customer service standards, analysing, and resolving quality and customer service problems, and recommending system improvements.
- Interprets and explains the provisions of relevant ordinances to staff and taxpayers as they relate to the work of the Department.
- Confers with taxpayers or their representatives to explain the accounting and other issues involved and the applicability of pertinent tax laws and regulations and explains proposed adjustments.
- Identifies weaknesses and loopholes in the administration of local tax laws and makes recommendations for their correction.
- Remains updated on relevant tools, methodologies, and technology.
- Performs other job-related duties as required.