

JOB DESCRIPTION			
<b>JOB TITLE</b>	Senior Manager - Energy Tax		
<b>DIVISION</b>	Technical Services	<b>DEPARTMENT</b>	Domestic Tax – Large Taxpayers
<b>REPORTS TO</b>	Assistant Director General (DG) – Large Taxpayers	<b>SUPERVISES</b>	Manager – Energy Tax Portfolios
<b>JOB SUMMARY</b>	The Senior Manager - Energy Tax is required to accomplish the TTRA's objectives by managing staff, planning and evaluating Department(s) activities including directing and coordinating the activities of ancillary functions to ensure compliance with the Income Tax and Allied Laws.		
JOB SPECIFICATION: QUALIFICATIONS AND EXPERIENCE			
<b>EDUCATION REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>M.Sc. in Management or Accounting or equivalent professional certification in Accounting such as ACCA or CPA</li> </ul>		
<b>KNOWLEDGE REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>Extensive knowledge of the Laws relating to Taxes administered by the TTRA Board and departmental policies and procedures</li> <li>Extensive knowledge of Tax assessment and collection procedures</li> <li>Extensive knowledge of compliance and enforcement procedures</li> <li>Extensive knowledge of accounting and auditing principles and techniques</li> <li>Considerable knowledge of office systems and procedures</li> </ul>		
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Eight (8) years' experience including at least five (5) years at the managerial level in tax assessments, auditing, and/or tax administration</li> </ul>		
<b>OTHER</b>	<ul style="list-style-type: none"> <li>Any equivalent combination of education and experience</li> </ul>		
RESPONSIBILITIES AND ACCOUNTABILITIES			
<ul style="list-style-type: none"> <li>Plans and directs the work of Managers engaged in specific managerial responsibilities to ensure the effective execution of an operational plan.</li> <li>Accomplishes staff job results by: <ul style="list-style-type: none"> <li>Developing the work plan for the Section</li> <li>Establishing Key Performance Indicators (KPIs)</li> <li>Appraising job results</li> <li>Training, coaching, and counseling employees</li> <li>Disciplining employees</li> <li>Identifying technical performance gaps and ensuring the conduct of the relevant training</li> </ul> </li> <li>Ensures the completion of operations by: <ul style="list-style-type: none"> <li>Establishing and monitoring work plans</li> <li>Monitoring productivity standards</li> <li>Resolving operations problems</li> <li>Ensuring the maintenance of reference manuals</li> </ul> </li> <li>Ensures the maintenance of adequate statistical and accomplishment records of section/s.</li> <li>Prepares/oversees the preparation of department reports including reports on responding to audit points to determine the efficacy of plans.</li> <li>Develops, coordinates, and enforces systems, policies, and procedures.</li> </ul>			

- Oversees the maintenance of a safe and healthy work environment by establishing and enforcing organization 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, analyzing, 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 section.
- Makes suggestions for improvements in revenue collecting and operations of the section.
- Meets with taxpayers to investigate complaints.
- Identifies weaknesses and loopholes in the administration of tax laws and makes recommendations for their correction.
- Appears before the Public Accounts Committee.
- Represents the department, as required.
- Performs other job-related duties as required.