

JOB DESCRIPTION			
JOB TITLE	Senior Manager – General Large Taxpayers		
DIVISION	Domestic Tax	DEPARTMENT	Large Taxpayers
REPORTS TO	Assistant Director General (DG) – Large Taxpayers	SUPERVISES	Manager – General Large Taxpayers Unit
JOB SUMMARY	The Senior Manager – General Large Taxpayers is required to accomplish the TTRA’s objectives by managing staff and planning and evaluating the 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			
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"> Minimum of 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 the work of Managers engaged in specific managerial responsibilities to ensure the effective execution of an operational plan. 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 ensures the relevant training is conducted 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 Department/s. Develops, coordinates, and enforces systems, policies, and procedures. Oversees the maintenance of a safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations. 			

- Controls Department's expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions.
- Interprets and explains the provisions of relevant ordinances to staff and taxpayers as they relate to the work of the Department.
- Makes suggestions for improvements in revenue collecting and operations of the Department.
- Meets with taxpayers to investigate complaints.
- Identifies weaknesses and loopholes in the administration of tax laws and makes recommendations for improvement.
- Appears before the Public Accounts Committee.
- Represents the Department, as required.
- Remains updated on relevant tools, methodologies, and technology.
- Performs other job-related duties as required.