

JOB DESCRIPTION			
JOB TITLE	Senior Manager – Head Revenue Intelligence		
DIVISION	Centre of Excellence	DEPARTMENT	Corporate Strategy
REPORTS TO	Director General (DG)	SUPERVISES	Senior Professional - Intelligence Specialist
JOB SUMMARY	The Senior Manager – Head Revenue Intelligence is required to accomplish the TTRA’s objectives by managing staff and planning and evaluating the 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"> • Knowledge of tax laws of Trinidad and Tobago • Knowledge of the principles and practices of Finance and Accounting • Considerable knowledge of the rules, regulations and procedures pertaining to government, financial and personnel operations • Knowledge of the best practices associated with research methods • Sound knowledge of statistical software 		
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 the work of Specialists engaged in leading teams involved in gathering and analysing information relating to efforts to defraud the state by not paying appropriate duties and taxes and/or engaging in activities which compromise the security of the country such as the importation or the exportation contraband. • Leverages knowledge, skills and abilities to provide analytic liaison support to the Protective Operation Divisions, members of the Intelligence Community, local Law Enforcement, and foreign partner organisations, in support of the TTRA’s objectives and operations. • Accomplishes staff job results by: <ul style="list-style-type: none"> - Developing the work plan for the Division - Establishing Key Performance Indicators (KPIs) - Appraising job results - Training, coaching, and counseling employees - Disciplining employees - Identifying technical performance gaps and conducting/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 Division/s. • Prepares/oversees the preparation of the Department reports including reports on 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 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.
- Remains updated on relevant tools, methodologies, and technology.
- Performs other job-related duties as required.