

JOB DESCRIPTION			
<b>JOB TITLE</b>	Senior Manager – Tax Analysis – Large Taxpayers		
<b>DIVISION</b>	Domestic Tax	<b>DEPARTMENT</b>	Large Taxpayers
<b>REPORTS TO</b>	Assistant Director General (DG) - Large Taxpayers	<b>SUPERVISES</b>	Manager - Technical Analysis Manager - International Tax Relations
<b>JOB SUMMARY</b>	The Senior Manager – Tax Analysis – Large Taxpayers is responsible for accomplishing the TTRA’s objectives by managing staff, planning, and evaluating the Department’s activities including serving as an advisor and consultant to others such as revenue agents, international examiners and other management officials.		
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 Customs and Excise laws, tax laws, administrative rulings and tariff structures of Trinidad and Tobago</li> </ul>		
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Minimum of 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 microeconomic research to understand the economic structure, business practices and functions, competitive conditions, trade barriers, government-imposed barriers, financial markets, interest rates, technology transfers, and product life cycle.</li> <li>• Accomplishes staff job results by: <ul style="list-style-type: none"> <li>- Developing the work plan for the Department</li> <li>- Establishing Key Performance Indicators (KPIs)</li> <li>- Appraising job results</li> <li>- Training, coaching, and counselling employees</li> <li>- Disciplining employees</li> <li>- Identifying technical performance gaps and conducting 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 the Department(s).</li> </ul>			

- Prepares/provides direction to the preparation of 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 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.
- Identifies weaknesses and loopholes in the administration of local Tax Laws and makes recommendations for their correction.
- Represents the Department, as required.
- Remains updated on relevant tools, methodologies, and technology.
- Performs other job-related duties as required.