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Trinidad & Tobago Revenue Authority

Job Description – General Counsel – International
Compliance V3.0

TRINIDAD AND TOBAGO REVENUE AUTHORITY

JOB DESCRIPTION			
JOB TITLE	General Counsel – International Compliance		
DIVISION	Corporate Services	DEPARTMENT	International Compliance
SECTION	N/A	UNIT	N/A
JOB NO. / ID	EX/GCIC/V0.1	JOB LOCATION	Head Office
REPORTS TO	Director General	SUPERVISES	Manager – International Compliance Delivery Analysts – International Compliance
JOB SUMMARY	<p>The General Counsel - International Compliance is an executive leader of the Corporate Services Division in the Trinidad and Tobago Revenue Authority ("the Authority") and reports directly to the Director General.</p> <p>The incumbent is required to provide leadership to staff members of the International Compliance Department.</p> <p>The incumbent will serve as an advisor to the Director General on initiatives that drive Common Reporting Standards and on policies related to international compliance ensuring that the Authority's KPIs are attained.</p>		
JOB SPECIFICATION: QUALIFICATIONS AND EXPERIENCE			
EDUCATION REQUIREMENTS	<ul style="list-style-type: none"> Master of Laws (LLM) from a recognised institution Admission to practice law in T&T Financial member of the Law Association of T&T Membership with the International Compliance Association or related entity is desirable 		
KNOWLEDGE REQUIREMENTS	<ul style="list-style-type: none"> Knowledge of international trade regulations and laws or cross border transactions Knowledge of common reporting standards (CRS) (for e.g., OECD's CRS as it pertains to the financial institutions in Trinidad and Tobago (T&T), T&T's Tax Information Exchange Agreements (TTIEA) with other countries and the Foreign Account Tax Compliance Act (FATCA)) Knowledge of Tax, Customs and Excise Laws, Administrative rulings and tariff structures of Trinidad and Tobago will be an asset 		
EXPERIENCE	<ul style="list-style-type: none"> Ten (10) years' experience including at least five (5) years at a senior managerial level in legal practice or a regulatory environment Experience implementing cross-border tax and/or customs policies 		
OTHER	<ul style="list-style-type: none"> Any other equivalent combination of education and experience 		

KNOWLEDGE AND SKILLS						
BEHAVIORAL COMPETENCIES	Competency	FOUNDATIONAL	BASIC	PROFICIENT	ADVANCED	MASTERY
	Attention to detail				■	
	Communication					■
	Conflict resolution				■	
	Client orientation				■	
	Decision making				■	
	Emotional intelligence					■
	Ethics, integrity, and transparency					■
	Leadership					■
	Organisational knowledge and awareness					■
	Strategic thinking					■
	Teamwork				■	
	TECHNICAL COMPETENCIES	Integrated border management				
Analytical and logical reasoning						■
Legal research and analysis						■
Litigation management						■
Court procedures and practices						■

	Conflict resolution					
	Professional judgement					
	Innovation					
	Risk management					
	Customs and Excise laws, Tax laws, Administrative rulings and tariff structures of Trinidad and Tobago					
	Financial Analysis					
	Negotiation					
	Trade facilitation					
	Business acumen					
	Oral advocacy and presentation					
	Project management					
	Critical analysis					
	Written advocacy					
	Proficiency in Microsoft Office Suite					

WORKING RELATIONSHIPS

INTERNAL STAKEHOLDERS Director General, executives within the Corporate Services, Technical Services and Center of Excellence Divisions

EXTERNAL STAKEHOLDERS International tax, trade and customs regulatory bodies



PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- The job responsibilities are primarily carried out (but not limited to) an indoor setting and centered around computer-based activities. However, there may be occasions when tasks need to be completed at different locations. Throughout the fulfilment of job responsibilities, the incumbent will frequently need to engage in sitting, speaking and listening activities.

RESPONSIBILITIES AND ACCOUNTABILITIES

- Provides legal advice and guidance on matters related to international compliance, including anti-money laundering, anti-bribery, anti-corruption, sanctions, and export controls.
- Develops and implements policies and procedures to ensure that the Authority complies with all relevant laws, regulations, and policies related to international compliance.
- Manages a team of lawyers and legal professionals, providing direction, guidance, and support on legal matters related to international compliance.
- Collaborates with other departments to identify and mitigate risks related to international compliance.
- Advises senior management on the legal implications of international compliance matters and works closely with them to ensure that the Authority operates in a legally compliant and ethical manner.
- Provides training to employees on matters related to international compliance and develops training programmes to promote awareness and understanding of relevant laws, regulations, and policies.
- Manages legal aspects of the Authority's international relationships, including agreements, contracts, and legal compliance.
- Develops and maintains relationships with external stakeholders, including regulatory bodies, legal firms, and industry associations.
- Provides direction to Department personnel and ensures they receive appropriate training and fulfil their duties to the necessary standards.
- Monitors, reports, and forecasts the Department's performance by overseeing the KPIs, identifying risks and issues, and implementing corrective action(s) where required.
- Develops and implements KPIs for the team and utilises the Performance Management system to manage and measure performance and motivate team members.
- Provides input into the development of the Department's budget and monitors and controls its utilisation.
- Provides information for presentations and reports for Board meetings, senior leadership meetings, and various departments of the Authority when required.
- Remains updated on relevant tools, methodologies, and technology.
- Performs other job-related duties as required.

POSITION FILLED (Comments from Hiring Team)

JOB NO.			
PERSON HIRED		DATE HIRED	
REVIEWED BY: NAME & TITLE		LAST UPDATED BY	
APPROVED BY: NAME & TITLE			
ADDITIONAL COMMENTS			

AUTHORIZATION/CONFIRMATION

LINE OFFICIAL SIGNATURE: _____	DATE: _____
HR OFFICIAL SIGNATURE: _____	DATE: _____

- the requirements of the OECD CRS, as it pertains to the financial institutions in Trinidad and Tobago
- the Tax Information Exchange Agreements (TIEAs) that Trinidad and Tobago has with other countries
- the Foreign Account Tax Compliance Act (FATCA)