



## POSITION DESCRIPTION – April 2023

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**POSITION TITLE:** Senior Auditor – Intelligence, Compliance, and Investigations.

**LOCATION:** Various

**REPORTS TO:** Principal Auditor/ Manager

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### THE ORGANIZATION

The Fiji Revenue & Customs Service (FRCS) is a statutory Service established under the FRCS Act 1998. FRCS is an agent for the State for administration and enforcement of Tax and Customs laws in Fiji. Our Vision is to be a world class revenue Service delivering excellence in revenue collection, border protection, trade, and travel facilitation. Our organizational Values are - One organization; Leadership; Valuing employees; Integrity; Results focus; Partnership development.

### POSITION PURPOSE

The Senior Auditor is accountable for the effective conduct of the tax audit functions of large, medium and small businesses. Responsibilities include, identification of tax compliance that would either warrant the conduct of full integrated, limited scope, simple /specific issue audits and for all tax types that aims to strengthen compliance and to ensure effective management of Fiji Tax and Customs legislative requirements. Effective and sound communication with stakeholders and managing timelines as well as stakeholder perceptions are strong pillars for this role. A Senior Auditor may also be undertaking a team leader responsibility in leading a small audit team in delivering audit and compliance improvement strategies.

The position works proactively in collaboration with both internal and external stakeholders to provide and utilize intelligence, available information and analytics to identify situations, patterns, typologies and trends of concern, and address them. The responsibilities also include support for management and leadership and participation in capability development programs to address the technical and skills gaps.

As a key member of the Audit Team this role contributes to the FRCS operational leadership, strategic direction and achievement of our Vision.

### ACCOUNTABILITIES

KEY RESULTS AREAS	KEY ACCOUNTABILITIES
<b>Core Responsibilities</b>	
<b>Effective Planning and Conduct of Tax Audits</b>	<ul style="list-style-type: none"> <li>▪ Coordinates the formulation of audit management plans and conduct of tax audits for small, medium, large and international businesses as per relevant legislations and audit processes and guidelines.</li> <li>▪ Effective knowledge and application of tax legislations and other relevant policies with good knowledge of targeted businesses and industries</li> <li>▪ Proactively collaborate with internal and external stakeholders to implement appropriate analytical techniques, assessment tools and procedures for identifying, preventing and assessing risks to revenue of all tax types.</li> <li>▪ Leading team audits of intergratd and complex cases.</li> </ul>

<p align="center"><b>Implementation of Tax Compliance Initiatives and Promote Voluntary Compliance</b></p>	<ul style="list-style-type: none"> <li>▪ Continuous establishment of new systems, procedures and implementation of ways of work across the full range of Large &amp; International audits to strengthen effective management of Fiji Tax and Customs legislative requirements</li> <li>▪ Work in partnership with operation leaders to ensure revenue is collected through voluntary compliance and audit processes and procedures</li> <li>▪ Develop and implement techniques to evaluate operations and activities and review results of investigations, internal audits, research studies and make recommendations for improvement where needed.</li> </ul>
<p align="center"><b>Partnerships and Customer Service</b></p>	<ul style="list-style-type: none"> <li>▪ Develop relationships with customers and revise methods to improve FRCS responses to their needs</li> <li>▪ Ensure a culture of internal and external customer service across all areas of responsibilities</li> <li>▪ Support and participate in information and education initiatives to increase business and community awareness and understanding of their Tax obligations</li> </ul>
<p align="center"><b>Audit Reporting</b></p>	<ul style="list-style-type: none"> <li>▪ Consolidation of audit findings, working papers and preparation of audit file.</li> <li>▪ Compilation of the audit reports, for review by Management</li> <li>▪ Collaborate with both internal and external stakeholders to provide and utilize intelligence to ensure reasonable measures are implemented that comply with applicable laws, policies and procedures</li> <li>▪ Monitor and focus in supporting FRCS to achieve responsible and effective governance and ethics, best practice of audit compliance</li> <li>▪ Encourage the implementation of internal controls to efficiently monitor adherence to applicable statues and regulations</li> <li>▪ On-going monitoring and evaluation of the ethical culture and compliance with laws, regulations, policies and procedures</li> </ul>
<p align="center"><b>Stakeholder Management</b></p>	<ul style="list-style-type: none"> <li>▪ Work closely with the Executive Leadership Team to establish and review strategic priorities for key partnerships within the international tax and revenue community</li> <li>▪ Support and participate in information and education initiatives to increase business and community awareness and understanding of their Customs and tax obligations</li> </ul>
<p align="center"><b>Team Work</b></p>	<ul style="list-style-type: none"> <li>▪ Actively participate in the Team, contributing to the strategic thinking and development of FRCS, and modelling positive leadership, integrity and respect in all activities and interactions both internally and externally</li> <li>▪ Exercise the highest standards of fiscal financial and asset management within own area of responsibility and support colleagues and the Chief Executive in effective and judicious stewardship of the budget and financial management of FRCS</li> </ul>
<p align="center"><b>Security &amp; Risk Management</b></p>	<ul style="list-style-type: none"> <li>▪ Identify people and organizational risks, in your area of responsibilities, ensure mitigation strategies are in place and as appropriate, action taken to minimise any actual or potential impact</li> <li>▪ Work with leaders on risk management, disaster recovery &amp; contingency planning</li> <li>▪ Monitor risk factors management policies and procedures to ensure that program and organisational risks are minimized</li> </ul>

<b>Health, Safety, and Wellness</b>	<ul style="list-style-type: none"> <li>▪ Demonstrate high standards of Health, Safety and Wellness across FRCS incorporating components into development initiatives where appropriate</li> <li>▪ Ensure compliance to relevant Occupational Health, and Safety (OHS) obligations and support of health, safety and wellness initiatives are supported and that relevant policies are understood, followed and implemented by all employees</li> </ul>
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**DELEGATIONS**

As may be delegated by Management from time to time.

**PERSON SPECIFICATION**

<b>Job Title Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Degree in Accounting, Financial Management, Taxation or Finance</li> </ul>	<ul style="list-style-type: none"> <li>▪ Postgraduate Qualification.</li> <li>▪ Membership of FIA/ CPA</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>▪ Computer and Tax Software Systems Literacy</li> <li>▪ Analytical and Research Skills</li> <li>▪ Attention to Details</li> <li>▪ Excellent Communication and Presentation skills</li> <li>▪ Intelligence Information Gathering, Case selection and risk profiling</li> </ul>	
<b>Previous Experience</b>	<ul style="list-style-type: none"> <li>▪ Experience in audit and International taxation work will be an advantage</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>▪ Interpersonal Skills</li> <li>▪ Detailed oriented</li> <li>▪ Integrity</li> <li>▪ Holistic Thinker</li> <li>▪ Initiative</li> <li>▪ Proactive</li> <li>▪ Team Player</li> <li>▪ Energetic</li> <li>▪ Achiever</li> <li>▪ Resilience</li> </ul>	

**PERFORMANCE COMPETENCY INDICATORS**

As a leader your performance is measured through two criteria:

- **Performance outcome criteria** for your area of responsibility. These are agreed and reviewed annually. You report weekly and monthly to the Principal Auditor on progress, and provide mitigation strategies and timelines where agreed criteria are at risk of non-achievement.

- **Leadership competencies** - you report quarterly on your facilitation performance measured against the competencies for your role. These are set out below.

COMPETENCY	COMPETENCY DESCRIPTOR
<b>Managing Vision &amp; Purpose</b>	<ul style="list-style-type: none"> <li>▪ Is future focused, optimistic and effectively communicates a compelling and inspired vision to others in the organization</li> <li>▪ Successfully rallies support for the vision; makes it shareable by everyone and inspires everyone to move forwards</li> </ul>
<b>Strategic Agility &amp; Innovation Management</b>	<ul style="list-style-type: none"> <li>▪ Is future orientated and is able to articulate a credible picture and vision for the future including possibilities and likelihood, and breakthrough strategies/plans</li> <li>▪ Fosters innovation at work, has good judgement about which creative ideas and suggestions will work in reality and is able to effectively implement ideas</li> </ul>
<b>Dealing With Ambiguity &amp; Conceptual Thinking</b>	<ul style="list-style-type: none"> <li>▪ Copes effectively with change, can act without having the total picture and can comfortably handle risk and uncertainty</li> <li>▪ Uses reasoning and intuitive processes to understand a situation or problem without being constrained by the current reality and identifies potential solutions and viable alternatives that may not be obviously related or easily identified</li> </ul>
<b>Drive For Results</b>	<ul style="list-style-type: none"> <li>▪ Can be counted on to successfully exceed goals and expectations by consistently being a top performer, continually pushing themselves and others for results</li> </ul>
<b>Decision Quality</b>	<ul style="list-style-type: none"> <li>▪ Utilises a mixture of analysis, wisdom, experiences, and judgement to make high quality, timely decisions, that produce ideas and solutions that are accurate and demonstrate sound judgement, risk management, and integrity</li> <li>▪ Provides coaching to others to make decisions that sit within their delegations and area of responsibilities</li> </ul>
<b>Political Savvy</b>	<ul style="list-style-type: none"> <li>▪ Can navigate through complex political and organizational situations effectively, quietly and with integrity</li> <li>▪ Can efficiently anticipate where roadblocks are likely to be and appropriately circumnavigate them</li> </ul>
<b>Conflict Management</b>	<ul style="list-style-type: none"> <li>▪ Ability to read situations quickly; stick with tough conversations and situation with the intention of settling disputes equitably</li> <li>▪ Responding to conflict by listening, searching for common ground and gaining cooperation with minimal friction</li> </ul>

### Senior Auditor - Position Description February 2023

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