

POSITION DESCRIPTION – APRIL 2020

POSITION TITLE: Senior Analyst

POSITION NUMBER: L7-003

LOCATION: FRCS Head Office, Suva

REPORTS TO: Manager Forecasting & Modelling

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 role is responsible to oversee, analyse, facilitate and provide technical advice on forecasting model and maintain maximum consultation with Government agencies on economic performance.

ACCOUNTABILITIES

KEY RESULTS AREAS	KEY ACCOUNTABILITIES
<p align="center">Board Paper Analysis (monthly task)</p>	<ul style="list-style-type: none"> • Prepare provisional revenue annex • Reconciliation and review of Monthly Revenue Report submitted by Finance • Update the provisional annex with final revenue figures as per the submission by Finance Department • Undertake data analysis for inclusion in board paper write-up • Undertake any other analysis as per Board's or EMG's request that needs to be covered in revenue presentation or as per previous Board meeting minutes. • Draft the revenue board paper and submit it to Principal Analyst • Prepare revenue presentation.
<p align="center">Database Management</p>	<ul style="list-style-type: none"> • Revenue Database • Revenue Foregone Database • GDP Database • Arrears Database • Outstanding VAT Database • Water Resource Tax Database
<p align="center">Cabinet Paper</p>	<ul style="list-style-type: none"> • Drafting of Cabinet paper as per the need arises • Undertake consultations with legal team with respect to the legislative change • Discussions with Operational team for understanding the rationale of the legislative change

	<ul style="list-style-type: none"> • Undertake research on the topic to evaluate economic implications and experiences of other tax administration • Study the legislation to understand the context of the legislative change and to ensure that the new legislative change aligns correctly in the existing legislation • Calculate the revenue impact or undertake data analysis if the Cabinet Paper entails revenue implications • Submission to Principal analyst and NM legal
<p style="text-align: center;">Strategic Reports</p>	<ul style="list-style-type: none"> • Provide support to Design and Monitoring Unit for all strategic reports being compiled • Collating of revenue figures • Other infographics such as Charts and graphs
<p style="text-align: center;">Research Paper</p>	<ul style="list-style-type: none"> • Submit research papers on pertinent policy issues • Validation of data from FITS and ASYCUDA World • Undertake literature review on prior experiences, learnings and findings on the topic • Research IMF, World bank, OCO, WCO, UNCTAD publications and website for relevant information and country experiences • Study the legislation, budget announcement, summary of revenue policies and budget supplement • Consultation with Operational team to enhance understanding of the topic • Consultation with Fiji Bureau of Statistics, Ministry of Economy, Reserve Bank of Fiji for data and country experience • Reference to other publications (country reports) by other various groups such Asian Development Bank, International Finance Corporation, PWC, Ernst and Young • Collation of final research paper
<p style="text-align: center;">Annual Budget Preparation</p>	<ul style="list-style-type: none"> • Forecast Revision- done in 9th or 10th month to derive the baseline forecast <ul style="list-style-type: none"> ○ Update the weighted average template to derive the revised target for the remaining months 3 or 4 months ○ Three sets of weighted average are calculated – 3 years, 2 years and 1 year averages ○ Apply the weighted average to the cumulative collection of 9/10 months to derive the year end projected numbers ○ Verification of calculation- if the remaining month's weighted average comes to 25%, then the cumulative collection would represent 75%. This equals the full 100%. A random check is done so that it tallies up. ○ Apportion the revised forecast again over 3-4 months ○ The new targets are discussed at executive level or with RTC. • Budget Revenue Impact <ul style="list-style-type: none"> ○ Calculate revenue impact for new and amended policies ○ Request data from Fiji Bureau of Statistics and Reserve Bank of Fiji (refer to statistical annex for data that is not internally available)

	<ul style="list-style-type: none"> • Budget Research Paper <ul style="list-style-type: none"> ○ Undertake research work-reference to legislation, other country experience, advantages and disadvantages and policy implications ○ Draft research paper with revenue impact analysis and policy recommendations • Annual Revenue Forecast <ul style="list-style-type: none"> ○ Grow the baseline forecast by the GDP proxy- the forecast is expected to grow in line with economic growth ○ Adjust the revenue impact of the policy recommendation to the GDP adjusted forecast ○ Apportion the annual forecast using these weighted averages into monthly and cumulative targets ○ Consultations with the Executive Management Group to discuss any further changes if any from business perspective ○ Draft circular to communicate the final approved forecast with the EMG and Operational team. • Summary of Revenue Policies <ul style="list-style-type: none"> ○ Draft the summary of revenue policies that are changed, amended or newly introduced for both tax and customs ○ Prepare presentation on summary of revenue policies for post budget stakeholder sessions and in-house awareness • Cabinet Papers <ul style="list-style-type: none"> ○ Assist the Legal team in drafting cabinet papers for revenue policies that effect legislative changes • Private Sector and In-house Submission <ul style="list-style-type: none"> ○ Analyse in-house and private sector submissions for presentation to ELT and RTC. ○ Consultation with private sector and operational teams (tax and customs) ○ Presentation to the Budget Committee • Law and Regulation Drafting <ul style="list-style-type: none"> ○ Work with the legal team for drafting or amendment of laws and regulations that have been agreed for budgetary changes.
	<ul style="list-style-type: none"> • Macro Technical Committee (MTC) – Gross Domestic Product, Balance and Payment and Trade <ul style="list-style-type: none"> ○ Attend the three rounds on MTC meetings which are convened two times a year, which means 6 meetings per year

<p>Attendance at External Forums</p>	<ul style="list-style-type: none"> ○ Attend any other meetings by MTC on ad hoc issues such as revision of figures ● FRCS representation at internal and external meetings such as: <ul style="list-style-type: none"> ○ IMF Article IV Mission - data and information facilitation. ○ IMF Tax Policy Review - comprehensive review of Fiji's Tax policy with providing data and statistical support.
<p>Facilitation of Internal and External Data Request</p>	<ul style="list-style-type: none"> ● Completion of questionnaire for the Ease of Doing Business Survey ● Attendance and support for working groups and technical committees: <ul style="list-style-type: none"> ○ Climate Change Initiatives ○ Transport steering committee, etc ● Internal data request <ul style="list-style-type: none"> ○ Facilitate data requests from tax and customs division ○ Extrapolating the data as per the user's need ○ Most common data request- historical revenue collections and trends, forecast summary, no. of taxpayers by tax type, revenue variance analysis, data request for specific policy issues such as bus industry, movie industry, hotel industry, mining industry, no. of companies enjoying incentives and the respective revenue loss. ● External data request <ul style="list-style-type: none"> ○ Facilitate data requests from external stakeholders ○ Extrapolating the data as per the user's need ○ Most common data request- historical revenue collections and trends, no. of taxpayers by tax type, data request for specific policy issues such as bus industry, movie industry, hotel industry, mining industry, no. of companies enjoying incentives and the respective revenue loss, trade by country or commodities, etc ○ Common stakeholders include Ministry of Economy, Fiji Bureau of Statistics, Reserve Bank of Fiji, Investments Fiji, Ministry of Industry, Trade and Tourism, Fijian Competition and Consumer Commission, Parliament, SG's Office, PM's Office, Export Council and other Government ministries.
	<ul style="list-style-type: none"> ● Assist the COS and CEO's office in compiling presentation for local and international meetings ● Compilation of revenue figures, Fiji's tax policy strategy and experience, tax and customs incentives, bilateral taxation agreement, tax reforms and compliance strategies, tax and customs rate for different industry types and comparison with other countries

<p>Prepare Presentation</p>	<ul style="list-style-type: none"> • Common stakeholders include- Fiji Institute of Accountants, Fiji Bus Industry, Reserve Bank of Fiji, Tax Agents Seminar, Fiji Chamber of Commerce, Fiji Trade and Investment Symposium, Leadership Fiji, presentation to Parliament on specific issues, Standing Committee on Public Accounts, Pacific Economic Minister’s Meeting, PITTA presentation, Trade Mission presentations, Budget Committee, Pacer Plus presentation.
<p>Regional Databases</p>	<ul style="list-style-type: none"> • Annual compilation of country data for IMF database. • Data analysis as per the format required in IMF database • Consultations with operational team for their input where Policy team cannot directly access the data- example Finance, Human Resources, Public Relations, Audit and Legal teams. • Inputting the data into the database under various; • Prepare presentation on RA-FIT/ISORA • Presentation to the operational team on RA-FIT/ISORA upon completion of the database. • OECD Revenue Database <ul style="list-style-type: none"> ○ Compile data as per the format/template ○ Review data in consultation with OECD ○ Provide explanation for the fluctuations
<p>Forecasting Models</p>	<ul style="list-style-type: none"> • Develop new forecasting models <ul style="list-style-type: none"> ○ Research other methods of forecasting revenue other than weighted average ○ Disaggregate the different sources of revenue collection- normal collections, audit collections and debt management collections ○ Calculate revenue impact of discretionary changes- historical policy changes ○ Derive the natural growth of the tax base ○ Forecast each source of revenue separately depending on the natural growth rate of the tax base, number of audit cases and risk profiling efforts and DMS cases. ○ For customs revenue, undertake trend analysis of historical import and export levels and extrapolate the pattern forecast customs duties ○ Generate revenue impact of duty changes and concessions ○ Adjust the overall impact of discretionary changes on the revenue base ○ Adjust the impact of economic growth on revenue collections ○ Calculate the tax elasticity and tax buoyancy to forecast revenues
<p>Partnerships and Customer Service</p>	<ul style="list-style-type: none"> • Work closely with colleagues in FRCS to support the development of a workforce that is capable, adaptable, agile, with a focus on promoting a career in FRCS • Ensure that the highest standards of internal and external customer service is consistently delivered by your Team
<p>Risk Management and Security</p>	<ul style="list-style-type: none"> • Assist with identification of people and organizational risks, in your area of responsibilities, ensure mitigation strategies are in place

	<p>and as appropriate, action taken to minimise any actual or potential impact</p> <ul style="list-style-type: none"> • Support HR Services with initiatives to have an up-to-date risk management framework in place linked to FRCS risk management strategies
Health, Safety, and Wellness	<ul style="list-style-type: none"> • Promote and support initiatives for high standards of Health, Safety and Wellness across FRCS • Understand and implement your responsibilities and accountabilities with regards to Health Safety and Well-being • Promote compliance with relevant Occupational Health, and Safety (OHS) obligations and support of health, safety and wellness initiatives

DELEGATIONS

As may be delegated from time to time for specific tasks.

PERSON SPECIFICATION

ESSENTIAL Bachelor Degree in Economics
Experience in Data Analysis and policy work

DESIRABLE Post Graduate Qualification
Experience in similar role within a large complex Organization

PERFORMANCE COMPETENCY INDICATORS

As a Senior Analyst your performance is measured through two criteria:

- **Performance outcome criteria** for your area of responsibility. These are agreed and reviewed annually. You report quarterly to the Manager Forecast & Modelling 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
PROCESS MANAGEMENT	<ul style="list-style-type: none"> ▪ Consistently good at identifying the necessary processes, and organising the right people to get things done ▪ Knows what to measure and how to measure it so that complex processes can be refined and more can be achieved with fewer resources ▪ Can organise resources (people, funding, material, support) and use them effectively to get things done including managing multiple activities at once and recording information and files in a useful manner
DECISION QUALITY	<ul style="list-style-type: none"> ▪ Utilises a mixture of analysis, wisdom, experience, and judgement to make high quality, timely decisions, and produce ideas and solutions which are accurate. ▪ Assist others to make decisions by giving advice and offering solutions and can use his/her time efficiently to make effective decisions even when information is complex, or there are time pressures.

COURAGE CONVERSATION	<ul style="list-style-type: none"> ▪ Is direct and honest in their communication with other by providing timely, complete and “actionable” feedback (positive and critical) ▪ Takes tough stands and faces up to problems with any person or in any situation when necessary, and take negative action when it is necessary to do so
SELF DEVELOPMENT	<ul style="list-style-type: none"> ▪ Is personally committed to and actively works to continuously improve self ▪ Understands that different situations may call for different skills and approaches, works to strengths and compensates for weaknesses.
DRIVE FOR RESULTS	<ul style="list-style-type: none"> ▪ Can be counted on to successfully exceed goals and expectations by consistently be a top performer, continually pushing themselves and others for results
LISTENING	<ul style="list-style-type: none"> ▪ Consistently practices attentive and active listening and demonstrates an ability to accurately reflect the opinions of others even when he/she disagrees ▪ Demonstrates tolerance with people and processes by listening, checking and understanding information before making judgements or acting

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