

INTERIM SOUTH WEST ADMINISTRATION

MINISTRY OF FINANCE

JOB DESCRIPTION

Job Title: Revenue Director

Ministry: Ministry of Finance

Department: Customs and Taxation Department

Grade Level & Classification:

Reporting to: Minister of Finance,

Salary:

Hours:

Location: Baidoa, Somalia

1. Purpose of the position

This position is a managerial position as the head of the Customs and Taxation Department responsible for developing the necessary laws relating to revenue raising measures and for developing annual estimates of revenue for Customs and other taxation. The department would also advise on revenue sharing with the Federal Government of Somalia (FGS) and establish general revenue relationships between the levels of government.

Duties include providing revenue estimates to the Budget Department for inclusion in the ISWA's annual budget estimates, ongoing monitoring of revenue collections against budget estimates and providing the Treasurer with revenue projections, providing written policies and guidelines in relation to the collection of customs and taxation revenues, providing advice in regard to the necessary Laws on revenue raising and collection and working with Internal audit to ensure strict controls are in place in regard to revenue collection

2. Responsibilities & Duties

The Revenue Director will:

- (i) Oversee performance and service delivery standards in the Customs & Taxation Department. This includes: Recruiting and Managing staff and performance to ensure that staff are provided adequate training so they are fully utilised to obtain optimal productivity;
- (ii) Work with the senior management of the ISWA Ministry of Finance to monitor and evaluate financial policies and strategies that impact on the raising and collection of revenue of the Interim South West Administration ("ISWA").

- (iii) Providing Treasury and Budget Departments with revenue projections
- (iv) Be responsible for the control over the collection of the government customs and taxation revenue through putting in place effective internal controls and financial systems, this includes:
 - Leading the Customs and Taxation team in monitoring revenue collections against budget estimates
 - Ensuring that the legislation, procedures and policies in relation to revenue raising and collection are in place and adhered to by all revenue collection agencies
 - Receiving regular reports from revenue raising agencies in relation to revenue collections
 - With the Internal Audit Unit, ensure regular reviews of internal controls of the revenue collection agencies are carried out and findings reported back to the Minister.
 - Where weaknesses have been identified in the revenue collection process, follow-up up with the revenue collection agency to ensure that based on internal audit units recommendations action has been taken to rectify the weakness
- (v) Developing revenue measures and estimates for inclusion in the annual budget presentation.
- (vi) Provide impartial, accurate and timely advice to the Minister of Finance on financial policy matters.
- (vii) Provide advice and establish policies in relation to revenue sharing with the Federal Government of Somalia (FGS) and general revenue relationships between the levels of government
- (viii) Contribute to the preparation of financial reports in relation to revenue collections against estimates, providing advice in relation to any variances between estimates and actual collections
- (ix) Supervise Customs and Taxation Department staff by:
 - Assigning work schedules ;
 - Monitoring progress;
 - Mentoring staff and promoting their professional development;
 - Identifying and recommending training for staff; and
 - Initiating disciplinary action
- (x) Perform any other related duties as may be required.

3. Qualifications and Training

- Professional accountancy qualification (CA, ACCA, CIPFA, CPA or equivalent) or Economics - desirable
- An undergraduate degree in accountancy (BSc/BCom/BBA). - essential
- A Masters degree in financial management, economics or accounting - desirable
- Sound public financial management skills.- essential

- Intermediate knowledge of accounting standards - essential
- Sound leadership and organisational development skills. - essential
- Computer literacy and familiarity with accounting software packages.- essential

4. Learned Discipline

Must possess a sound knowledge of:

- The public financial management procedures and practices.
- Controls and processes in regard to revenue raising and collection
- Public service policy and formulation.
- Current public sector reforms and best practices in countries similar to Somalia.

5. Competencies

- Must have excellent interpersonal skills.
- Must be able to make prudent financial and budgetary decisions as well as be proficient in managing financial data.
- Must be knowledgeable in accounting practices and procedures inclusive of cash management techniques.
- Must possess good leadership and team building skills.
- Ability to motivate and mentor Customs and Taxation Department staff.
- Ability to communicate well both orally and in writing.
- Must be assertive and be able to easily identify, analyse and solve complex problems.
- Able to efficiently utilise human resources and management information systems to ensure maximum productivity.
- Ability to plan and organize work, including special assignments in order to meet deadlines.
- Must be able to develop strategic and corporate plans for the Customs and Taxation Department.
- Must have experience of revenue raising and collection processes, particularly with customs and taxation revenues.

6. Required Experience

The position requires at least five years' experience obtained by managing a financial public sector department or institution at a senior level.

7. Performance Criteria:

The incumbent is deemed to be performing his duties effectively when:

- Necessary laws relating to revenue raising measures are developed, reviewed and maintained up to date
- Annual estimates of revenue for Customs and other taxation is prepared and provided to the Budget Department within the Budget cycle timeframe
- Revenue sharing policy with the Federal Government of Somalia (FGS) is established
- Regular review of internal controls on revenue collection is carried out and action taken to mitigate weaknesses
- Revenue data entered into the Government's financial system is kept up to date with revenue collection data to ensure timely and accurate data is available to users at all times
- Customs and Taxation Department staff effectively carries out their functions.