

# INTERIM SOUTH WEST ADMINISTRATION

## MINISTRY OF FINANCE

### JOB DESCRIPTION

Job Title: Taxation Officer, Taxation Programs

Ministry: Ministry of Finance

Department: Customs and Taxation Department

Grade Level & Classification:

Reporting to: Revenue Director

Salary:

Hours:

Location: Baidoa, Somalia

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#### 1. Purpose of the position

This position is a support position within the Customs and Taxation Department of the Ministry of Finance. It has the responsibility for assisting with developing the necessary laws relating to revenue raising measures and for developing annual estimates of taxation revenue. This position will also assist with advising on revenue sharing with the Federal Government of Somalia (FGS) and general revenue relationships between the levels of government.

Duties include preparing the taxation revenue estimates for inclusion in the ISWA's budget, ongoing monitoring of taxation revenue collections against budget estimates, entering of taxation revenue data into the financial management information system ("FMIS"), producing revenue reports from the FMIS, preparing the taxation revenue collection projections, assisting with providing written policies and guidelines in relation to the collection of customs and taxation revenues, and working with Internal audit to ensure strict controls are in place in regard to revenue collection

#### 2. Responsibilities & Duties

The Taxation Officer, Taxation Programs will:

- (i) Carry out their duties in relation to monitoring and recording of taxation revenue to ensure high standards are maintained at all times. This includes:
  - Ensuring that the public financial legislation financial management procedures and policies are adhered to in the performance of their duties and in delivering services.

- Maintaining and ensuring compliance with standard operating policies and procedures with respect to recording and reporting of revenue information
- (ii) Preparation of the ISWA's taxation budget estimates for inclusion in the ISWA's annual budget presentation:
- (iii) Receiving regular reports from revenue raising agencies in relation to taxation revenue collections
- (iv) Entering of taxation revenue data into the FMIS
- (v) Monitoring taxation revenue collections against budget estimates and following up with revenue collection agencies in regard to any variances between collections and estimates
- (vi) Preparation of financial reports in relation to revenue collections against estimates, providing advice in relation to any variances between estimates and actual collections
- (vii) Producing revenue reports for distribution to revenue collection agencies and senior management
- (viii) Assisting with preparing revenue projections for the Treasury Department
- (ix) Working with Internal Audit Unit, ensure regular reviews of internal controls of the revenue collection agencies are carried out and findings reported back to the Revenue Director
- (x) Ensuring that the legislation, procedures and policies in relations to revenue raising and collection are in place and adhered to by all revenue collection agencies
- (xi) Following on from the outcome of internal audits review on internal controls, follow-up with the revenue collection agency to ensure that based on internal audit unit's recommendations action has been taken to rectify the weakness.
- (xii) Assist with providing advice on establishing policies in relation to revenue sharing with the Federal Government of Somalia (FGS) and general revenue relationships between the levels of government
- (xiii) 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
- (xiv) Required to perform such other duties the Revenue Director may determine that are consistent with the discharge of the Department's overall duties and responsibilities

### **3. Qualifications and Training**

- Associate Degree in Business Administration/Accounting, Economics and/or Financial Management
- Professional accountancy qualification (CA, ACCA, CIPFA, CPA or equivalent) or economics- desirable
- Intermediate sound public financial management skills.- essential

- Computer literacy and familiarity with accounting software packages and in particular excel.- essential

#### **4. Learned Discipline**

- Understanding of the public financial management legislation, procedures and practices where it relates to the revenue process and financial reporting,
- Basic knowledge of public service functions and practices.
- Excellent understanding of revenue collection and reporting processes
- Excellent understanding in reconciliation of financial data.
- Intermediate knowledge of computerised accounting systems
- Current public sector reforms and best practices in countries similar to Somalia

#### **5. Competencies**

- Ability to communicate well both orally and in writing.
- Must be assertive and be able to easily identify, analyse and solve problems.
- Ability to plan and organize work, including special assignments in order to meet deadlines.
- Must be able to be proactive and work unsupervised
- Must have excellent interpersonal skills.
- Must be able to work well in a team environment

#### **6. Required Experience**

The position requires at least 5 years' experience obtained by managing a financial public sector department or institution at an intermediate level

#### **7. Performance Criteria**

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

- Taxation revenue estimates are prepared and submitted to Budget Department within the Budget preparation process timeframe.
- Taxation revenue data recorded in the FMIS is reconciled and up to date to ensure timely and accurate revenue data is available to users at all times.
- Work papers and supporting documents are maintained to meet the requirements of audit
- ISWA legislation, rules, policies and guidelines are adhered to in the performance of duties
- Revenue reports are disseminated to Ministries, Departments and senior managements are accurate, timely