

JOB SPECIFICATION

GRADE: Junior Accountant
DEPARTMENT: Income Tax Office
RESPONSIBLE TO: Commissioner of Income Tax

JOB PROFILE:

The main duties and responsibilities of the post are as follows:

- i) Analytical reviews of financial information, the examination of underlying records and enquiries into tax declarations ensuring the proper assessment to tax and to support compliance efforts.
- ii) Provide support in assessing and improving adherence to tax regulations.
- iii) Contribute to initiatives that enhance tax processes improving efficiency.
- iv) Work collaboratively with senior technical team to deliver key policy outcomes, legislation, compliance initiatives and training.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	A full professional qualification from any UK recognised and accredited accountancy body.	
Experience	At least 3 years' experience within a professional accounting environment.	
Key Skills and Behaviours	Strong analytical skills and attention to detail. Proactive attitude and willingness to learn. Ability to work both independently and as part of a team.	