

DEPARTMENT OF REVENUE
MINISTRY OF FINANCE

TERMS OF REFERENCE

MINISTRY	:	Finance
DEPARTMENT	:	Revenue
BUREAU	:	Internal Revenue
POSITION TITLE	:	SENIOR AUDITOR
SUPERVISOR'S TITLE	:	Director of Audit
SUPERVISION GIVEN	:	Director of Audit

BACKGROUND

The Ministry of Finance, in an effort to enhance its risk management of revenue compliance, announces the recruitment of Tax Auditors for the Revenue Department.

JOB SUMMARY

The Senior/Lead Auditor is the supervisor of an audit team assigned to conduct various types of tax audit to ascertain taxpayers' comprehensive compliance with the revenue law.

DUTIES

Under the direct supervision of the Director of Audit, the Senior/Lead Auditor will have the following tasks and responsibilities:

- 1) Act as lead auditor, helping to supervise junior auditors in the performance of work assignments where joint effort is utilized and review audits of junior auditors for accuracy, completeness and application of appropriate tax laws
- 2) Plans, assigns, and directs the activities of an audit team on specific assignments by organizing and scheduling work assignments, determining audit program, and clarifying responsibility for specific phases of audit assignment.
- 3) Independently conduct large scale, highly complex audits of a special or difficult nature by performing a full range of investigative, examination and analytical functions in line with the auditing standards
- 4) Analyze and evaluate accounting and auditing problems and develop and recommend effective auditing procedures and programs