

DEPARTMENT OF REVENUE
MINISTRY OF FINANCE

TERMS OF REFERENCE

MINISTRY : Finance
DEPARTMENT : Revenue
BUREAU : Bureau of Internal Revenue
POSITION TITLE : Director of Internal Systems Compliance
SUPERVISOR'S TITLE : Deputy Minister of Revenue

JOB SPECIFICATIONS

Under the supervision of the Deputy Minister for Revenue, the Director of Internal Systems Compliance shall be responsible to perform the following functions:

1. Administers the internal control risk management and compliance system of the Revenue Department; by developing and executing operational plans and procedures;
2. Manage and coordinate financial and manpower resources; managing the performance of staff within the Fraud Unit;
3. Recommending legislative and operational changes to Revenue Authorities; liaising with other government agencies and the private sector;
4. Develops and executes operational plans and procedures to ensure that plans to enhance internal control systems for the department are developed and executed to maximize revenues, and that all staff are prepared for their duties;
5. Prepare annual risk based operation plan that details systems work on managing risk and ensuring compliance
6. Develop and meet objectives that support the realization of the annual work plan of the Revenue Department related to proper systems adherence to policies and procedures, staff and management compliance including targets of revenue collections through audit of internal systems, amounts of internal systems improved per audit completed, fraud detected through audit etc
7. Develop and implement an annual operational plan for conducting various type of system analysis, risk and compliance and diagnostics for enhanced public service delivery and closure of revenue leakages

8. Reporting on the outcomes of the operational plan of internal system analysis/diagnostics including reports on improved system performance in the fight against fraud ,adherence to standard operating procedures and other measures and taking corrective actions as appropriate; update risk profiling regularly
9. Conduct analysis of revenue collection systems, service delivery processes, systems and workflows, standard operating procedures using approved methodologies. examine accounting methods and procedures to ensure compliance with accepted accounting principles, laws and regulations;
10. Liaise with other divisions or units with the department in fighting corruption by providing advice, investigating cases of actual or suspected corruption/fraud, theft and other serious staff malpractices, non adherence to standard operating procedures Independently performs non-routine accounting and auditing duties in financial fraud investigations for any operational or support unit
11. Ensure the quality of service delivery to taxpayers across all divisions, units, sections, etc of Revenue Department at the least manageable cost
12. Utilizes EDP systems and intelligence databases for financial records, reports and forensic analysis in systems investigations
13. Evaluates referred complaints for existence of financial fraud;
14. Participates in interviews of witnesses and suspects;
15. Manages financial and manpower resources by:
 - a) Adjusting operational plans when the budget is approved and requesting approval of the Revenue Authorities for those adjustments;
 - b) Monitoring the expenditure of financial and manpower resources and making adjustments to current operational plans
16. Manages the performance of staff by:
 - a) Ensuring that annual performance objectives based on the operational plan are prepared for direct reports of all internal systems in place with the department at the beginning of each fiscal year;
 - b) Reviewing reports on results to meet the objectives of the department and taking corrective action as required

- c) Ensuring that annual employee assessments of performance against objectives of the department are adequately completed for direct reports at the end of each fiscal year
- d) Ensuring that training, equipment and accommodation required for the each division, section or unit are delivered according to plan and resources available.

17. Recommend legislative and operational/system-wide changes to Revenue Authority

18. Liaises with other government agencies and the private sector as required by:

- a) Coordinating operations with other parts of the BIR , customs and with those of other government agencies
- b) Building and maintaining effective and constructive working relationships, partnerships, or networks of contacts with other government agencies and the private sector,
- c) Giving the best service possible (quality, timeliness, completeness, knowledge, courtesy, fairness, etc.) to internal and external clients;
- d) Being an effective representative of the revenue department at meetings.

19. Secures revenue by:

- a) Meeting criteria for selecting and implementing a robust risk based internal control system/process to maximize return on investment of scarce resources and recommending changes to those criteria to the heads of all divisions
- e) Ensure the implementation of the department quality policies as a way of enhancing and improving service delivery processes to taxpayers, ensuring sound revenue collection systems, adherence to standard operating procedures by all staff and authorities of the revenue department.
- b) Regularly reviewing internal control systems, closing revenue leakages, identifying fraud system improvements for approval Revenue Authority.

20. The Director may be called upon from time to time perform other duties in keeping with his/her position not identified in the job description.

QUALIFICATIONS

- 1) Education – A minimum requirement of a Bachelor Degree, preferably in Accounting, Finance, or directly related field
- 2) Work Experience – A minimum five years of audit experience with knowledge of accounting, finance, and internal control in either public sector or government
- 3) Strong knowledge of Microsoft Office Suite (Word, Excel, Internet Surfing, etc)

ABILITIES

1. Ability to plan, organize and monitor work to ensure achievement of desired results
2. Ability to discover new opportunities and solutions for problems by looking beyond current practices and by being creative
3. Ability to communicate and manage change, and to take action to reinforce new ways of thinking
4. Ability to make decisions in a timely manner
5. Ability to gain others' support for ideas, proposals and solutions, and get others to take actions to advance work objectives
6. Ability to handle, analyze and interpret data for decision making
7. Ability to communicate effectively both orally and in writing

A consultant will be selected for the position in accordance with the procedures set out in the African Development Bank's Guidelines: *Rules and Procedures for the Use of Consultants Procurement and Fiduciary Services Department (ORPF) May 2008.* Interested individual consultants may obtain further information at the address below from Monday to Friday between 0830 hrs and 1630 hrs. The deadline for submission of applications is 4 May 2010 .Time 16:00 Hrs Sharp late applications will rejected and sent back unopened

All applications must be addressed to the Procurement Officer

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