

Job Title – Grade:	Manager (Accounts) – P5
Department – Division – Section	Domestic Tax – Real Estate Tax – Accounts
Reports to:	Assistant Commissioner (Real Estate)
Supervises:	Senior Officers, Officers, and other staff
Overall Objectives:	To contribute to the collection of lawful Domestic Revenues in accordance with the Revenue Code and other related regulations by managing Taxpayers Real Estate accounts.
Main Responsibilities:	<ol style="list-style-type: none"> 1. Responsible for participating in the formulation and implementation of the strategic goals and policies of the section. 2. Responsible for managing taxpayers accounts and billing processes. 3. Responsible for the professional and career development of staff supervised.
Main Tasks:	<p>R1: Responsible for participating in the formulation and implementation of the strategic goals and policies of the section.</p> <ol style="list-style-type: none"> 1. Participate in the development, review and implementation of the goals of the Domestic Tax department business plan as it relates to the section. 2. Develop team work plans to implement the billing process. 3. Monitor the section's performance against plans and performance standards. 4. Educate taxpayer on the billing cycle and process. 5. Prepare monthly reports of activities of the section and submit to supervisor. <p>R2: Responsible for managing taxpayers accounts and billing processes.</p> <ol style="list-style-type: none"> 1. Manage the accounts of taxpayers as it relates to commercial and real estate properties by ensuring information entered is accurate and according to standards. 2. Conduct verification exercises of information entered into the system.

- 3. Ensure tax bills are raised and distributed according to policy and plan.
 - 4. Oversee the preparation of bills and scheduling of billing distribution teams.
 - 5. Maintain current database on each taxpayer real estate (commercial & residential) property.
- R3: Responsible to enhance the professional and career development of staff supervised.**
- 1. Agree and sign performance plans with set targets with staff supervised and provide regular feedback and conduct annual performance appraisals on staff supervised.
 - 2. Develop and implement career development plan for staff supervised.
 - 3. Ensure adherence to LRA Act, LRA Human Resource policies and procedures, Professional Ethics and Code of Conduct and all other related documents.
 - 4. Manage staff performance and conduct in the work place and serve as mentor and or coach.

Competencies:	Title of Competency	Proficiency Level		
		Required	Acquired	Variance
	Customs Legislations & Procedures	1		
	Tax Legislations & Procedures	4		
	LRA Core Function Knowledge	3		
	SIGTAS	4		
	Enforcement Manual	4		
	Financial Accounting	3		
	Financial Analysis	3		
	Managerial Accounting	3		

	Tax Enforcement	4		
	Taxation(General)	3		
	Refunds Processing	4		
	Analytical Thinking	3		
	Resource (Time & People Management)	3		
	Communication (Oral & Written)	3		
	Report Writing	3		
	IT Fundamentals			
	Work Planning	3		
Qualifications:	Bachelor's degree in Taxation, Customs, Business Management, Finance, Accounting, or related field.			
Work Environment/ Conditions:	Office work, intellectual effort, periodic field visits, possibility of working beyond normal work hours, and may be called upon to perform other duties as required.			
Approval Date:	April 1, 2017			