

<b>Job Title – Grade:</b>	<b>Supervisor ( Audit) – P4</b>
<b>Department– Division - Section:</b>	Domestic Tax
<b>Reports to:</b>	Manager -Large Tax Audit
<b>Supervises:</b>	Senior Officers, Officers, and other staff
<b>Overall Objectives:</b>	To contribute to the collection of lawful Domestic Revenues in accordance with the Revenue Code and other related regulations.
<b>Main Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. <b>Responsible to assist with the formulation and implementation of the Authority’s Large Taxpayers strategy and policies.</b></li> <li>2. <b>Responsible for supervising the operations of the Large Tax Section.</b></li> <li>3. <b>Responsible for the professional and career development of staff supervised.</b></li> </ol>
<b>Main Tasks:</b>	<p><b>R1: Responsible to assist with the formulation and implementation of the Authority’s Large Taxpayers strategy and policies.</b></p> <ol style="list-style-type: none"> <li>1. Supervise the implementation of tax policies, strategies and reforms as mentioned in the department’s Business Plan.</li> <li>2. Disseminating audit strategy and plan to auditors and audit teams.</li> <li>3. Assigning audit cases to audit teams by audit types after approval by Audit Manager.</li> <li>4. Organizing and scheduling work assignments, and delegating responsibility during and after the audit.</li> <li>5. Directing and effectively reviewing audit teams activities during the conduct of audit.</li> </ol> <p><b>R2: Responsible for supervising the operations of the section.</b></p> <ol style="list-style-type: none"> <li>1. Forecasting the financial and manpower resources required to implement the audit plans</li> <li>2. Monitoring the expenditure of financial and manpower resources and making adjustments to plans as required.</li> </ol>

3. Reviewing audit (s) of assigned team (s) for accuracy, completeness. Application of the Revenue Code of Liberia and the Audit Manual.
4. Assisting with forecast of revenue by tax kinds/types for large taxpayers for the National Budget as needed.
5. Participate in the development and implementation of tax audit techniques to deter tax fraud, avoidance, and evasion.

**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.
5. Perform other duties as may be required.

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

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