

JOB DESCRIPTION CONTRACTUAL POSITION	
JOB TITLE: PAYE Monitoring Officer	
JOB SUMMARY:	
The incumbent is primarily responsible for conducting PAYE audits and for making initial efforts to collect outstanding PAYE and Health Surcharge Taxes discovered in the audit or inspection exercises.	
REPORTS TO:	
SUPERVISION GIVEN TO:	-
DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> ▪ To visit employer's premises and examine books and records to ensure compliance with the PAYE Laws and Regulations. ▪ To conduct PAYE audits as required ▪ To carry out any other relevant duties as directed by Supervisor(s) ▪ To disseminate information on all aspects of the laws governing PAYE and Health Surcharge and explain policies and procedures to taxpayers ▪ Work is to be reviewed by a Supervisor for compliance with Laws and Regulations ▪ To examine employer's employment records and quantifies the correct PAYE and Health Surcharge taxes due ▪ Follow up to ensure timely remittances of PAYE by due date and quantifies penalties and interest due where applicable ▪ Approves Tax Declaration Forms (TD1) as required and requests documents to support claims made. ▪ Monitors fluctuations in PAYE and Health Surcharge remittances from employers, identifies causes and refers to Supervisors for advice on appropriate measures to be applied. ▪ Ensures that new businesses are appropriately informed about the requirements of the Tax Laws and PAYE Regulations and that these entities comply. ▪ Conducts PAYE/field audits to ensure that remuneration including benefits in cash or kind to employees and directors are subjected to applicable PAYE deductions. 	
KNOWLEDGE, SKILLS AND ABILITIES	
KNOWLEDGE:	
SKILLS AND ABILITIES:	Proficiency in the use of Microsoft Office Suite
MINIMUM EXPERIENCE AND TRAINING:	
<ul style="list-style-type: none"> ◦ Some experience in Accounting and training as evidenced by a minimum of five (5) CXC/GCE Ordinary Level passes including English Language and Mathematics with further Accounting qualifications. 	