

<b><u>JOB DESCRIPTION</u></b> <b>CONTRACTUAL POSITION</b>	
<b>JOB TITLE:</b> VAT Monitoring Officer	
<b>JOB SUMMARY:</b>	
The incumbent is primarily responsible to carry out VAT Monitoring visits to all kinds of businesses with the objective of gathering information and evidence to enable the Board to achieve improved compliance with the VAT laws.	
<b>REPORTS TO:</b>	
<b>SUPERVISION GIVEN TO:</b>	-
<b>DUTIES AND RESPONSIBILITIES:</b>	
<ul style="list-style-type: none"> <li>• To visit business premises and examine books and records to ensure compliance with the VAT Act and all its supportive regulations</li> <li>• To assist Field Auditors in conducting all VAT audit</li> <li>• To carry out any other relevant duties as directed by Supervisor(s)</li> <li>• To disseminate information on all aspects of the law governing VAT and explain policies and procedures to VAT Registrants and potential VAT Registrations.</li> <li>• Work is to be reviewed by a Supervisor to ensure compliance to laws and procedures.</li> <li>• To visit businesses during varying business hours and observe whether VAT Registrants are conducting their businesses in accordance with the VAT Act</li> <li>• To take appropriate action as provided by Supervisor where businesses are not issuing VAT invoices.</li> <li>• To make impact visits, carry out sample inspections of business records and documents, noting the findings accordingly and carry out follow up visits where necessary</li> <li>• To investigate businesses which claim continuous refunds, especially in cases where the nature of the business does not suggest that this should be so and recommends or implements corrective actions as approved by the Supervisor</li> <li>• To follow the VAT trail beginning with the records of genuine large VAT refund claimants, to confirm that businesses to whom VAT is paid are declaring such VAT on their VAT returns.</li> <li>• To monitor by visiting and have pre-function meetings with promoters of functions to ensure compliance with the VAT Act</li> <li>• To investigate and report on the effect on the purchases and/or sale of motor vehicles have on VAT collections.</li> <li>• Identify and gather evidence on businesses that qualify for VAT registration but failed, neglected or refused to apply for registration.</li> <li>• Assist in the dissemination of VAT information to VAT Registrants or potential VAT applicants.</li> </ul>	

KNOWLEDGE, SKILLS AND ABILITIES	
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SKILLS AND ABILITIES	Proficiency in the use of Microsoft Office Suite
MINIMUM EXPERIENCE AND TRAINING:	
	<ul style="list-style-type: none"><li>• 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</li></ul>