

## Senior Specialist Officer

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**Department:** Treasury and Exchequer

**Division:** Revenue Jersey

**Reports to:** Manager - Operations

**JE Reference:** STE114

**Grade:** CS12

**JE Date:** 27/07/2021

### Job purpose

To undertake the most complex technical work on a daily basis, using all the legislative powers and tools available to prevent or recover losses from this sector of the tax base in order to ensure that the correct taxes are assessed through the use of efficient, customer focused processes.

### Job specific outcomes

1. Investigate and review the very largest and most complex revenue cases – such as the large limited partnerships and those who present the greatest risk of loss to the Government of Jersey Treasury, and act to prevent potential losses.
2. Review and investigate complex taxable entities in order to identify fraud and abuse, determine the facts and attach the correct tax liabilities to them. This will include analysis of innovative tax avoidance schemes which are carefully designed to obscure tax liabilities.
3. Be the subject matter expert on the tax implications of a particular specialty, for example, pension schemes. These range from the largest schemes for the biggest employers in the financial sector to small self-administered schemes – understanding and addressing the differing risks these present.
4. Deploy the full range of the powers at the Comptroller's disposal to establish the facts, thoroughly understand and address all the compliance risks these entities present.
5. Contribute to policy development so that the law keeps pace with innovation in the sphere of tax avoidance and evasion.
6. To defend actions, potentially in front of the Appeal Commissioners or the Courts, through preparation of case work.
7. To develop effective working relationships with financial counterparts in their allocated businesses and with the tax lawyers and accountants in order to advise on interpretation of tax law and precedent.

### Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

## Organisational structure



## Person Specification

### Specific to the role

*Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.*

*It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.*

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Qualifications</b> <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Educated to degree standard (or equivalent) in a numerate or legal discipline.</p> <p>People appointed at this level will hold professional qualifications (e.g. ATT).</p>	

<p><b>Knowledge</b> <i>This relates to the level and breadth of practical knowledge <b>required</b> to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>Comprehensive, deep and specialised knowledge of revenue compliance philosophy; auditing techniques, methods and standards.</p> <p>Comprehensive knowledge of: relevant revenue legislation, accounting practices, regulations (and their interpretations and application) and Revenue Jersey processes and systems.</p> <p>Comprehensive knowledge of relevant international tax agreements.</p> <p>Good knowledge of lean principles and their application in the workplace.</p>	<p>Knowledge and understanding of Revenue Jersey's vision, structure and people management policies and practices</p>
<p><b>Technical / Work-based Skills</b> <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>IT literate with good knowledge of Microsoft Office applications, including Word, Excel, PowerPoint and Outlook.</p> <p>Excellent numerical skills and the ability to work accurately with figures whilst under pressure.</p> <p>Excellent analytical skills and the ability to be objective and apply sound judgement are key requirements of this role.</p> <p>Ability to set priorities for own workload.</p>	

	<p>Strong command of the main legal precedents of tax laws.</p> <p>Ability to interpret and apply revenue law to recognise when likely to be contentious and identify cases which need escalating.</p>	
<p><b>General Skills/Attributes</b> <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Excellent oral and written communication skills with the ability to adapt the approach dependant on the circumstances.</p> <p>Excellent level of customer focus including the ability to carry out negotiations and demonstrate a level of assertiveness when circumstances dictate to achieve a positive outcome.</p> <p>Takes the time to question and understand the real, underlying needs of the customer.</p> <p>Ability to manage important relationships with stakeholders and customers.</p> <p>Resilience to be able to work in difficult and challenging situations.</p> <p>Willingness to challenge in a professional manner.</p> <p>The ability to prioritise and manage the workload.</p> <p>Adaptable and comfortable working with ambiguity. Willingness to make decisions where no precedent or guidance is available.</p>	

<p><b>Experience</b>  <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Experience of working in revenue collection, accountancy, audit or similar financial-regulatory environments.</p> <p>Proven experience in service delivery in a customer focused environment.</p> <p>Experience applying technical knowledge and providing advice in matters relating to revenue.</p> <p>Experience of interpreting tax legislation and applying tax policies and procedures.</p>	
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**Core Accountabilities, Attributes and Behaviour Indicators**

**Delete as appropriate:**

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 5 core accountabilities attributes and behaviour indicators.