



Falkland Islands Government – Job Description

Job Title:	Head of Tax		
Department:	Treasury	Section:	Taxation Office
Reports to:	Financial Secretary (Commissioner of Taxation)		
Grade:	Falkland Island Government Grade - A	Job Code:	609TO1

Job Facts & Figures:

The Falkland Islands are a British Overseas Territory, and are independent and self-financing for the purposes of all matters except Defence and Foreign Affairs. Local tax legislation is contained within the Taxes Ordinance 1997 and subsequent amendments and subsidiary regulations and orders.

Falkland Island Government (FIG) Tax Revenue – £35m per annum.

Falkland Islands tax base has 2,000 personal taxpayers (including 400 unincorporated businesses) and 300 companies.

Policy work is focused on the development of robust tax legislation for both Corporation Tax and Personal Tax. A recent industry consultation on the oil tax regime for the Falkland Islands has been concluded to support an emerging hydrocarbons industry and potential development of the Sea Lion Oil Field.

Direct line management of the Deputy Head of Tax and two Company Taxation Officers; and indirect management of 6 staff consisting of Senior Assistant Taxation Officer, 4 Assistant Taxation Officers and 1 Data Clerk. Overall responsibility for the Tax Office function and member of the Treasury Senior Staff group working with the Chief Internal Auditor, the Head of Finance and the Financial Secretary.

Main Accountabilities:

- Lead on fiscal policy and reform of the tax regime to meet the objectives of the Falkland Islands Government, including writing papers for Standing Finance Committee and Executive Council.
- Lead on oil taxation at a corporate level within Falkland Islands Government, working alongside specialist advisors where required, including attending Strategic Oil Group.
- Ensure that effective and efficient tax policies and procedures are in place and are reviewed in line with statutory requirements, the Department's business plan and the corporate risk register.
- Pro-actively monitor the office budget within the financial year and contribute to the annual budget setting process for the Tax Office including identifying additional resource needs as they arise. This will entail working with colleagues in the wider Directorate such as the Financial Secretary and Head of Finance.
- Set and monitor the objectives for the day to day management of the Tax Office function including performance standards and delivery of a high performing front line service to the public.



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Main Accountabilities: (<i>continued</i>)	
<ul style="list-style-type: none">• Implement and support management systems, processes and structures in line with corporate policies, including commissioning additional functionality and designing areas upon which improvements are required.• Manage objections and appeals from taxpayers, and work with legal advisors and the Courts and Tribunals service as appropriate.• Ensure a high standard of service to customers (elected members, Directors, Heads of Service, the public and taxpayers) and identify areas that could be improved upon.• Lead, recruit, regularly appraise and develop staff as required and ensure effective performance management of all teams and individuals within the Taxation Office. This will involve the training of staff in particular areas of tax administration, compliance and policy drawing on international developments where relevant.• Participate / lead corporate projects as agreed with the Financial Secretary, including active membership of corporate working groups.• Work collaboratively with other Heads of Service, Directors, UK specialist providers and elected members on crosscutting projects such as oil taxation with the Director of Mineral Resources and the wider economic development plan with the Director of Policy & Economic Development and their team.• Seek and build partnerships with other organisations, including the not-for-profit and private sectors to achieve the Government's wider goals to build capacity.• Produce public finance projections of tax revenues to support the annual FIG Budget and quarterly written reports on receipts received for Standing Finance Committee.• Responsibility for reviewing the tax regime for the Government of South Georgia and the South Sandwich Islands (SGSSI) which is administered by the Falkland Islands Government Tax Office. <p><i>The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.</i></p>	
Additional Information:	
The sensitivity of personal and commercial information handled by the Taxation Office requires utmost confidentiality.	



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Person Specification:	Head of Tax		
Criteria	Essential	Desirable	Assessment Method
Education and Training:			
Qualified to Degree level or equivalent in a relevant subject	✓		A
Accredited with the Chartered Institute of Taxation with Chartered status or a ICAEW, ACCA, CIPFA, CIMA, ICAS or international equivalent or HMRC Graduate Training programme	✓		A
Knowledge, Skills and Experience:			
Post qualification experience of working in a Tax environment (minimum of ten years') including a minimum of five years' previous experience of leadership and management of small teams	✓		A/R
In depth technical experience in taxation compliance work into employers, companies and individuals	✓		A/I
Experience of effective delegation, organisation, use of staff and other resources	✓		A/I
An ability to interpret complex tax legislation and clearly convey this to the public and colleagues both orally and in writing. Able to present information to audiences effectively.	✓		A/I/P
Experience of strategic planning	✓		A/I
Experience of managing projects successfully	✓		A/I
Experience of performance management at organisational and individual staff level	✓		A
Good communication skills verbal and written	✓		A/I/P
Able to work as part of a team	✓		A/I
Able to produce reports for senior management and elected Members drawing on different information sources	✓		A/I/P
Ability to work in a confidential, complex political and stakeholder environment	✓		A/I
Ability to motivate and develop a team	✓		A/I
Oil industry experience (particularly in petroleum taxation)		✓	A/I
Previous experience of business and financial planning in a financially constrained context and budget management		✓	A
Experience of policy development and review		✓	A/I/P



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Person Specification:	Head of Tax		
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Personal Attributes:			
Credibility	✓		I
Competent and reliable under pressure and able to meet set deadlines	✓		I/P
Resilience and flexibility	✓		A/I/P
Tact, persuasion and assertiveness	✓		I
Approachable	✓		I

Method of Assessment:

A - Application Form
 I - Selection Interview
 R - Reference
 P - Presentation