



# VACANCY

Vacancy # 12/17-18  
November 24, 2017

The Liberia Revenue Authority (LRA) was established by an Act of Legislature in September 2013 for the purposes of assessing and collecting national revenues as specified in the Revenue Code of Liberia and other related laws. The LRA is involved with administering, accounting, auditing, enforcing revenue collection laws and regulations by engaging and educating taxpayers to facilitate tax and customs compliance.

The LRA now seeks to recruit competent, hardworking, and committed individual with integrity for the below position:

1. Supervisor (Artisanal Sector, Mining)
2. Auditor (NRTS)
3. Auditor (Post Clearance Audit)

Applicants will be selected through a highly competitive evaluation process. Details of the ToR, requirements and application procedures can be obtained at:

- [www.lra.gov.lr](http://www.lra.gov.lr)

ONLY ELECTRONIC APPLICATIONS WILL BE ACCEPTED! Interested individuals are advised to submit their applications to: [hrjobs@lra.gov.lr](mailto:hrjobs@lra.gov.lr)

Kindly attention your application to:  
*Assistant Commissioner Human Resources*  
*Human Resource Division*  
*Liberia Revenue Authority*

The deadline for application is on or before Friday December 8, 2017 at 5:00 pm.

The LRA strongly encourages qualified females to apply.

Signed:  
D. Kaihenneh Sengbeh  
Manager - Communications, Media & Public Affairs



<b>Job Title – Grade:</b>	<b>Auditor (NRTS) –P2</b>
<b>Department– Division – Section:</b>	Domestic Tax
<b>Reports to:</b>	Supervisor-Artisanal Sector, Mining
<b>Supervises:</b>	N/A
<b>Overall Objectives:</b>	To contribute to the collection of lawful Domestic Revenues in accordance with the Revenue Code and other related regulations by managing taxpayers engaged in Natural Resources.
<b>Main Responsibilities:</b>	<ol style="list-style-type: none"><li><b>1. Responsible to implement the plans &amp; strategies of the NRT section.</b></li><li><b>2. Responsible for the reviewing of taxpayer files and records.</b></li><li><b>3. Responsible for filing, safekeeping of records, and general upkeep of office.</b></li></ol>
<b>Main Tasks:</b>	<p><b>R1: Responsible to implement the plans &amp; strategies of the NRT Section.</b></p> <ol style="list-style-type: none"><li>1. Perform Sector Audits and report findings regularly.</li><li>2. Conduct taxpayer education to raise tax knowledge &amp; awareness in the sector.</li><li>3. Assist in the implementation of tax policies and strategies as mentioned in the department’s business plan.</li><li>4. Participate in the planning and implementation of scheduled tax audits.</li><li>5. Educate taxpayers on methods of rectifying and avoiding tax computations errors, appeals process, etc.</li></ol> <p><b>R2: Responsible for the reviewing of taxpayer files and records.</b></p> <ol style="list-style-type: none"><li>1. Perform desk audits on monthly, quarterly and annual taxpayers’ returns and declarations.</li><li>2. Conduct field tax audit exercises as per the annual tax audit plan.</li></ol>



3. Prepare re-assessment of tax, penalty and interest in cases of under-declaration.
  4. Conduct reviews and verification exercises on taxpayer refund claims.
  5. Prepare and submit desk and field tax audit reports.
- R3: Responsible for filing, safekeeping of records, and general upkeep of office.**

1. Maintain a file of working papers and reports for every audit exercise.
2. Make copies and file documents in accordance with filing convention of the section.
3. Keep an up-to-date inventory of the office equipment, furniture and materials.
4. Participate and conduct weekly or monthly meetings with staff and or team members.
5. Take records of proceedings of meetings/discussions and prepare minutes.

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		
	Taxation(General)	2		
	Tax Analysis	3		
	Tax Audit	3		



	Analytical Thinking	2		
	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			