



# THE GUYANA REVENUE AUTHORITY

HUMAN RESOURCE MANAGEMENT DIVISION

216-217 LAMAHA STREET, GEORGETOWN

PHONE: 227-0471

## Senior Management Opportunities in GRA

Applications are invited from suitably qualified persons to fill the following vacant positions within the Guyana Revenue Authority.

(1) Position: SENIOR MANAGER – COMMERCIAL OPERATIONS - CUSTOMS & TRADE ADMINISTRATION

Job Responsibilities Include:

- Oversees the tariff assessment and all transactions related to importers and exporters to ensure conformity with Customs Act and Standard Operational Procedures.
- Reviews and approves all C21 Forms and all Officers' assessments raised, for Customs and Trade Administration.

(2) Position: SENIOR MANAGER – WHARVES & BOATHOUSE - CUSTOMS & TRADE ADMINISTRATION

Job Responsibilities Include:

- Ensures correct clearance procedures are administered at all Transit Sheds and Post Offices for efficient release of cargo.
- Application of Customs Acts and Standard Operational Procedure are in alignment with Customs and Trade Operations.

(3) Position: SENIOR MANAGER-DEBT MANAGEMENT DIVISION

Job Responsibilities Include:

- Develops plans and manages a compliance program with respect to all outstanding returns and taxes administered by the GRA.
- Responsible for the analysis and recommendations for resolving complex or disputed collections cases within the ambit of the legislation and preparation of files for initiation of legal actions.

(4) Position: SENIOR MANAGER – EXAMINATIONS INTERNAL REVENUE OPERATIONS-TAX OPERATIONS & SERVICES DIVISION

Job Responsibilities Include:

- Oversees the examination and verification of taxpayers' records to ensure that there is maximum compliance with the Tax Laws.
- Monitors the verification process of the taxes that are examined by the Section and oversees the resolution of discrepancies.

(5) Position: SENIOR MANAGER – TAXPAYERS SERVICES INTERNAL REVENUE OPERATIONS – TAX OPERATIONS & SERVICES DIVISION

Job Responsibilities Include:

- Oversees the review and verification of taxpayers' records and documents to ensure that applicants for work permits, certificates of compliance and liability are processed according to the Tax Laws.
- Reviews the compilation and recording of the data on declared estates, determine Estate Duty payable, monitors the collection of Estate Duty and the preparation of appropriate certification.

(6) Position: SENIOR MANAGER – REVENUE ACCOUNTING – TAX OPERATIONS & SERVICES DIVISION

Job Responsibilities Include:

- Implements operational plans and procedures to ensure that all revenues are collected, accounted for, secured and paid over to the Consolidated Fund and refunds are paid in a timely manner.
- Continuously reviews the accounting systems to ensure efficient and accurate recording of financial data and the proper preparation of financial documents such as cheques and vouchers.

(7) Position: SENIOR MANAGER – CENTRAL DATA PROCESSING & REGISTRATION UNIT – TAX OPERATIONS & SERVICES DIVISION

**Job Responsibilities Include:**

- Oversees that information/records received from all taxpayers for various types of taxes are accurately inputted, verified and processed via TRIPS database.
- Approves recommendation made for de-registration from a particular tax type and/or retirement of TIN in relation to taxpayer's information duplicated in the TRIPS database.

(8) Position: SENIOR MANAGER – LAW ENFORCEMENT & INVESTIGATIONS DIVISION

**Job Responsibilities Include:**

- Responsible for Planning, Executing and Reporting on Enforcement activities in relation to the Tax and Border laws administered by GRA.
- Managing and coordinating the general affairs of the division to achieve its mandate to protect the Revenue Collection of GRA.

(9) Position: SENIOR MANAGER – TAX EXEMPTIONS VERIFICATIONS & PROCESSING DIVISION

**Job Responsibilities Include:**

- Reviews and verifies that each applicant requesting Tax Exemptions meets the criteria as set out in the various Tax Exemption guidelines before the final approval is granted by the Commissioner-General.
- Coordinates pre-approval visits to determine eligibility for certain goods that are applied for by taxpayers and to verify that items granted tax exemptions are used for the intended purposes.

**Qualifications:**

Applicants should possess a Bachelor's degree in Business/Public Management, Accountancy, Economics or a professional accounting designation such as ACCA, CGA, CPA or any other equivalent qualifications.

**Experience:**

Applicants should possess at least five (5) years relevant managerial work experience.

Detailed information on all positions can be uplifted from the Human Resource Management Division, 216 - 217 Lamaha Street, Georgetown. Applications with detailed CV should be submitted no later than 1<sup>st</sup> May, 2010, to the:

Commissioner- General  
Guyana Revenue Authority  
357 Lamaha & East Streets  
Georgetown