Anness A

Ministeru	*Ministeru għall-Finanzi u s-Servizzi Finanzjarji*
L-impjieg	*Principal Legal Officer*

MINISTERU GĦALL-FINANZI U S-SERVIZZI FINANZJARJI
30, MAISON DEMANDOLS,
TRIQ NOFS IN-NHAR, IL-BELT VALLETTA

Dmirijiet u responsabbiltajiet

i. Jaġixxi bħala l-konsulent legali prinċipali fi ħdan l-Uffiċċju tal-Kummissarju għat-Taxxa b'referenza għall-kwistjonijiet tat-taxxa fuq id-dħul u jmexxi s-Sezzjoni Legali fi ħdan l-imsemmi Uffiċċju.

ii. Jemenda il-proċessi, fejn meħtieġ, sabiex jiġi żgurat servizz legali effettiv u effiċjenti.

iii. Jirrappreżenta l-Kummissarju għat-Taxxi quddiem il-Qrati tal-Liġi u t-Tribunali f'Malta u Għawdex b'referenza għal kwistjonijiet ta' taxxa fuq id-dħul u jħejji d-dokumentazzjoni kollha meħtieġa.

iv. Jagħti parir lill-Kummissarju għat-Taxxi dwar kwistjonijiet legali/tekniċi tat-taxxa fuq id-dħul.

v. Jagħti opinjonijiet tekniċi dwar kwistjonijiet legali ta' taxxa lil dawk li jħallsu t-taxxa u/jew ir-rappreżentanti tagħhom.

vi. Jassisti fl-abbozzar u l-koordinazzjoni ta' emendi għall-Atti dwar it-Taxxa fuq id-Dħul u l-Att tal-Kummissarju għat-Taxxi, inkluża l-leġiżlazzjoni sussidjarja.

vii. Jżomm aġġornat mal-ġrajjiet kurrenti u s-sentenzi legali u jissuġġerixxi emendi meħtieġa.

viii. Jwettaq analiżi, jikteb rapporti u jħejji sottomissjonijiet orali u bil-miktub meħtieġa fil-qasam tax-xogħol.

ix. Jikkoordina l-laqgħat tal-Kumitat Legali u jikkompila rapporti dwar id-deċiżjonijiet tiegħu.

x. Isegwi u jipproċessa talbiet għall-assistenza reċiproka fl-irkupru ta' taxxi dovuti f'pajjiżi oħra tal-UE u jiffirma ittri ġudizzjarji relatati mal-ġbir ta' djun fiskali.

xi. Imexxi u jikkoordina ix-xogħol ta' uffiċjali legali oħra fi ħdan l-Uffiċċju tal-Kummissarju għat-Taxxi;

xii. Jorganizza/jassisti fit-taħriġ tal-impjegati tas-CfR dwar kwistjonijiet fiskali;

xiii. Jikkollabora mal-Uffiċċju tal-Avukat Ġenerali, il-Kummissarju tal-Pulizija u l-Uffiċċju tal-Ombudsman u jikkoordina mas-sezzjonijiet legali f'dipartimenti u entitajiet oħra tal-gvern kif meħtieġ;

xiv. Dmirijiet oħra kif ikun meħtieġ mis-superjur/i tiegħu;

xv. Jaqdi dmirjiet omir skont l-eżiġenzi tas-Servizz Pubbliku skont struzzjonijiet mogħtija mis-Segretarju Permanenti Ewlieni;

Annex A

Ministry	*Ministry for Finance and Financial Services*
Job title	*Principal Legal Officer*

MINISTRY FOR FINANCE AND FINANCIAL SERVICES
30, MAISON DEMANDOLS, SOUTH STREET, VALLETTA

Duties and responsibilities

i. Acts as the principal legal adviser within the Office of the Commissioner for Revenue with reference to income tax matters and manages the Legal Unit within the said Office.

ii. Re-engineers processes, where necessary, in order to ensure an effective and efficient legal service.

iii. Represents the Commissioner for Revenue before the Law Courts and Tribunals in Malta and Gozo with reference to income tax matters and prepare all necessary documentation.

iv. Provides advice to the Commissioner for Revenue on legal/technical income tax issues.

v. Gives technical opinions on legal tax issues to taxpayers and/or their representatives.

vi. Assists in the drafting and coordination of amendments to the Income Tax Acts and the Commissioner for Revenue Act, including subsidiary legislation.

vii. Keeps abreast of current affairs and judgements and suggests necessary amendments.

viii. Effects research on tax matters, carries out analysis, writes reports and prepares oral and written submissions necessary in the field of work.

ix. Co-ordinates the Legal Committee meetings and compiles reports on its decisions.

x. Follows and processes requests for mutual assistance in the recovery of taxes due in other EU countries and signs judicial letters related to the collection of tax debts.

xi. Manages and coordinates the work of other legal officers within the Office of the Commissioner for Revenue;

xii. Organises/assists in the training CfR staff on tax matters;

xiii. Liaises with the Office of the Attorney General, the Commissioner of Police and the Office of the Ombudsman and co-ordinates with legal units in other government Departments and entities as necessary;

xiv. Undertakes any other tasks, which the superior/s may delegate to him/her, as may be required

xv. Any other duties according to the exigencies of the Service as directed by the Principal Permanent Secretary.