

# Anness A



MINISTERU GHALL-FINANZI U X-XOGHOL  
30, MAISON DEMANDOLS,  
TRIQ NOFS IN-NHAR, IL-BELT VALLETTA

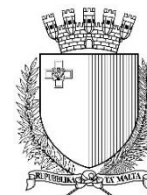
<b>Ministeru</b>	<i>Ministeru għall-Finanzi u x-Xogħol</i>
<b>L-impjeg</b>	<i>Accountant I</i>

## Dmirijiet u Responsabbiltajiet

- i. Iwettaq verifiki tat-taxxa u investigazzjonijiet relatati ma' tassazzjoni diretta u indiretta, każijiet relatati mal-Frodi tal-Benefiċċji u d-Dwana u jiġġieled l-evażjoni/evitar tat-taxxa fil-hin;
- ii. Iwettaq verifiki ta' ambitu u aspekk limitat u eżerċizzji oħra ta' investigazzjonijiet limitati;
- iii. Jipproċessa oġġezzjonijiet u reviżjonijiet għal valutazzjonijiet imqajma wara verifiki, eżerċizzji ta' kontroll ta' kreditu, awditjar u xogħol investigattiv relatat;
- iv. Jirrappreżenta u jassisti lill-Kummissarju għat-Taxxi bħala xhud, waqt seduti tal-Qorti Ċivili u jew Kriminali u tat-Tribunal ta' Reviżjoni Amministrattivi kif meħtieġ;
- v. Imexxi tim ta' Revenue Inspectors fit-twertiq ta' investigazzjonijiet dwar l-evitar u l-evażjoni ta' hlas tas-Sigurtà Soċjali, Taxxa fuq id-Dhul, VAT, Taxxa ta' Trasferimenti Kapitali, Taxxa tad-Dwana u kwalunkwe xogħol ieħor li jista' jiġi assenjat;
- vi. Jabbozza rapporti ta' reviżjoni u jhejji pjanijiet għal żjarat ta' reviżjoni;
- vii. Responsabbli għal investigazzjonijiet fuq il-post u kwalunkwe xogħol investigattiv ieħor relatat;
- viii. Jgħin fit-taħriġ ta' Revenue Inspectors u impjegati oħra;
- ix. Jipprova appoġġ professjonali lil awtoritajiet regolatorji oħra kif u meta meħtieġ u kif ordnat mill-Maniġment Superjuri tad-Dipartiment;
- x. Jaħdem, jagħti appoġġ, u jikkollabora mal-Pulizija, l-Uffiċċju tal-Avukat tal-Istat u l-Uffiċċju tal-Avukat Ġenerali u entitajiet oħra fl-analiżi tal-kriminalità finanzjarja, investigazzjonijiet, rappurtar u prosekuzzjoni u funzjonijiet relatati;
- xi. Jattendi programmi u taħriġ speċjalizzati f' Malta jew barra minn Malta kif jkun meħtieġ;
- xii. Jipparteċipa fi fora tekniċi f' Malta u barra minn Malta kif jista' jkun meħtieġ;
- xiii. Dmirijiet oħra kif ikun meħtieġ mis-superjur/i tiegħu kif ikun meħtieġ;
- xiv. Iwettaq kwalunkwe dmir ieħor skont struzzjonijiet mogħtija mid-Direttur Ġenerali (Osservanza u Investigazzjonijiet) u/jew il-Kummissarju għat-Taxxi u/jew is-Segretarju Permanenti;
- xv. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

# Annex A

<b>Ministry</b>	<i>Ministry for Finance and Employment</i>
<b>Job title</b>	<i>Accountant I</i>



MINISTRY FOR FINANCE AND EMPLOYMENT  
30, MAISON DEMANDOLS,  
SOUTH STREET, VALLETTA

## Duties and responsibilities

- i. Conduct tax audits and verifications related to direct and indirect taxation, Benefit Fraud and Customs related cases and combat tax evasion/avoidance in a timely manner;
- ii. Conduct limited scope and aspect audits and other limited verification exercises;
- iii. Process objections and reviews to assessments raised following audits, credit control exercises, audit trails and related verification work;
- iv. Represent and assist the Commissioner for Revenue including as a witness, at the Civil and or Criminal Court and Administrative Review Tribunal sessions as necessary;
- v. Lead a team of Revenue Inspectors in undertaking Social Security, Inland Revenue, VAT, Capital Transfer Duty and Customs tax avoidance and evasion verifications and other assignments;
- vi. Draft review report and prepare plans for review visits;
- vii. Responsible for on-site verifications and any other related verification work;
- viii. Assist in the training of Revenue Inspectors and other staff;
- ix. Provide professional support to other regulatory authorities as and when required and as directed by the Senior Management of the Department;
- x. Working, supporting and collaborating with the Police, the Office of the State Advocate and the Office of the Attorney General and other entities in financial crime analysis, investigations, reporting and prosecution and related functions;
- xi. Attending specialised programmes and training in Malta or abroad as may be required;
- xii. Participate in technical fora in Malta and abroad as may be required;
- xiii. Undertakes any other tasks, which the superior/s may delegate to him/her, as may be required;
- xiv. Any other duties as directed by the Director General (Compliance and Investigations) and/or the Commissioner for Revenue and/or the Permanent Secretary;
- xv. Any other duties as directed by the Principal Permanent Secretary.