

Anness A



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

Ministeru	<i>Ministeru għall-Finanzi u x-Xogħol</i>
L-impjieg	<i>Accountant II</i>

Dmirijiet u Responsabbiltajiet

- i. Iwettaq verifiki tat-taxxa u investigazzjonijiet relatati mat-tassazzjoni diretta u indiretta, każijiet relatati mal-Frodi tal-Benefiċċji u d-Dwana u jiġġieled l-evitar/evażjoni tat-taxxa fil-hin;
- ii. Iwettaq verifiki ta' ambitu u aspekk limitat u eżerċizzji oħra ta' investigazzjonijiet limitati;
- iii. Jipproċessa oġġezzjonijiet u valutazzjonijiet ta' reviżjoni mqajma wara investigazzjonijiet ta' taxxa mid-Direttorat tal-Osservanza u Investigazzjonijiet;
- iv. Imexxi tim ta' Accountants I u/jew Revenue Inspectors fit-twettiq ta' investigazzjonijiet relatati ma' tassazzjoni diretta u indiretta, Frodi ta' Benefiċċji u każijiet relatati mad-Dwana u jiġġieled l-evażjoni/evitar tat-taxxa fil-hin;
- v. Responsabbli għall-investigazzjonijiet u l-inkarigi oħra mwettqa mill-Accountants I u r-Revenue Inspectors;
- vi. Jabbozza rapporti ta' reviżjoni u jhejji pjanijiet għal zjarat ta' reviżjoni;
- vii. Responsabbli għal investigazzjonijiet fuq il-post u kull xogħol investigattiv relatat;
- viii. Jirrappreżenta u jassisti lill-Kummissarju għat-Taxxi bħala xhud, waqt seduti tal-Qorti Ċivili u jew Kriminali u tat-Tribunal ta' Revizjoni Amministrattiv kif meħtieġ;
- ix. Jgħin fit-taħriġ ta' Accountants I, Revenue Inspectors u impjegati oħra;
- x. Jwettaq xogħol relatat mal-investigazzjonijiet kif delegat mis-superjur dirett;
- xi. Jipparteċipa fi fora tekniċi f'Malta u barra minn Malta kif jista' jkun meħtieġ;
- xii. Jattendi programmi speċjalizzati u taħriġ f'Malta u barra minn Malta kif jista' jkun meħtieġ;
- xiii. 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;
- xiv. Iwettaq kwalunkwe kompitu ieħor, li s-superjur jista' jiddelega lilu/lilha, kif jista' jkun meħtieġ;
- xv. Dmirijiet oħra skont struzzjonijiet mogħtija mid-Direttur Ġenerali (Osservanza u Investigazzjonijiet) u/jew il-Kummissarju għat-Taxxi u/jew is-Segretarju Permanenti;
- xvi. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



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

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

Duties and Responsibilities

- i. Conduct tax audits and verifications related to direct and indirect taxation, Benefit Fraud and Customs related cases and combat tax avoidance/evasion, in a timely manner;
- ii. Conduct limited scope and aspect audits and other limited verification exercises;
- iii. Processing of objections and review assessments raised following tax audit and verification exercises by the Compliance and Investigations Directorate;
- iv. Lead a team of Accountants I and/or Revenue Inspectors to undertake verifications related to direct and indirect taxation, Benefit Fraud and Customs related cases and combat tax evasion/avoidance in a timely manner;
- v. Responsible for verification exercises and assignments conducted by Accountants I and Revenue Inspectors;
- vi. Draft review reports and prepare plans for review visits;
- vii. Responsible for on-site verifications and any other related verification work;
- viii. 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;
- ix. Assisting in the training of Accountant I, Revenue Inspectors and other staff;
- x. Performs tasks related to verification exercises as delegated by the direct superior;
- xi. Participate in technical fora in Malta and abroad as may be required;
- xii. Attending specialized programmes and training in Malta and abroad as may be required;
- xiii. Working, supporting and collaborating with the Police, 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;
- xiv. Undertakes any other tasks, which the superior may delegate to him/her, as may be required;
- xv. Any other duties as directed by the Director General (Compliance and Investigations) and/or the Commissioner for Revenue and/or the Permanent Secretary;
- xvi. Any other duties as directed by the Principal Permanent Secretary.