



**INLAND REVENUE DEPARTMENT  
THE MINISTRY OF FINANCE  
GOVERNMENT OF SAINT CHRISTOPHER AND NEVIS**

January 17, 2025

**VACANCY NOTICE**

**DEPUTY COMPTROLLER OF INLAND REVENUE DEPARTMENT**

Applications are invited from suitably qualified persons for employment in the post of **Deputy Comptroller – Operations and Small Taxpayers Division** within the Inland Revenue Department (IRD), Ministry of Finance, Government of St. Kitts and Nevis.

**KEY RESPONSIBILITIES:**

1. Manage the Operations and Small Taxpayer Division at the IRD.
2. Develop and implement relevant policies and standards to guide the work of the Division.
3. Develop objectives and key performance indicators for the Division, ensuring that the Division's work is aligned with the IRD's strategic plan.
4. Identify and assess the impact of changing business and emerging risks and suggest changes to processes, policies and legislation to address those risks.
5. Maintain strong client management relationships to improve the efficiency and effectiveness of the IRD.
6. Research and provide comments/recommendations on tax issues relevant to maintaining a practical and modern tax regime.
7. Prepare Cabinet Submissions to support policy and legislative changes.
8. Prepare reports to support discussions and negotiations with local, regional and international institutions.
9. Effectively manage human resources assigned, including providing support to staff in achieving their career goals, ensuring appropriate learning and development, and actively participating in planning and assessing performance.

## **QUALIFICATIONS, EXPERIENCE AND SKILLS:**

- Master's degree in Accounting, Taxation, Commerce, Finance, or Business Administration from a recognised institution.
- Minimum of ten (10) years working experience in accounting, taxation, and/or collections with a minimum of five (5) years at a supervisory/management level.
- Certified Accountant designation would be an asset.
- Strong quantitative, analytical, problem solving, organisation and interpersonal skills.
- Ability to communicate and manage change, and to take action to reinforce new behaviours and ways of thinking.
- Ability to exercise initiative, discretion, and judgment in making decisions.
- Ability to use and apply modern information technology; with the capability to use accounting software applications and other applications such as word processing, spreadsheet, and database programmes.
- Strong verbal and written communication skills.

## **SALARY:**

- Salary will be commensurate with qualifications.

## **APPLICATION PROCEDURE:**

- Application along with two written references and certified copies of documents pertaining to qualifications should be addressed to the Chief Personnel Officer, Human Resource Management Department, Government Headquarters, P. O. Box 186, Church Street, Basseterre, St. Kitts and copied by email to: [finsec@gov.kn](mailto:finsec@gov.kn) / and [humanresources@gov.kn](mailto:humanresources@gov.kn).
- **The deadline for the receipt of applications is February 20, 2025 at 4:00 pm.**
- Only the candidates with the best qualifications and experience will be notified and shortlisted for interview.