

Administrative Officer

Support Services · Road Town, TORTOLA

Role Summary:

The successful applicant will provide effective and efficient secretarial and administrative support for client and office-related matters of the International Tax Authority.

Minimum Qualifications:

Associate's Degree in Business Administration, Management or a related field

Experience:

Three (3) to four (4) years of experience in a related field

Main Responsibilities:

1. Provide professional secretarial and administrative support to facilitate the smooth and efficient function/operation of the International Tax Authority.
2. Provide professional front line customer service to clients.
3. Assist in processing paperwork, gathering information and verifying data.
4. Assist with relevant research as required.
5. Provide clerical support by completing all photocopying, scanning, binding, and typing in a timely manner to facilitate the efficiency of the ITA.
6. Draft, type and proofread various documents to ensure accuracy and prepare reports and statistics on all activities within the unit.
7. Ensure that all correspondence is collected, delivered and/or recorded appropriately to facilitate effective information flow.
8. Assist with records management, organization, and retrieval.
9. Assist with the filing of correspondence to keep filing up to date so that complete records are available for reference.
10. Update and maintain information on computer systems, databases, spreadsheets and in archives.

11. Any other related duties as may be required by the supervisor or senior officers in order to contribute to the effective and efficient function of ITA.

Knowledge and Skills:

- Sound knowledge of Government structure, policies, and procedures
- Sound knowledge of the use of standard office equipment and computer applications
- Sound oral and written communication skills
- Sound interpersonal, organizational and time management skills
- Ability to work well under pressure and as a team
- Good knowledge of general office procedures

Applicants must submit a cover letter indicating the position being applied for, along with a résumé and two personal reference letters. Certified copies of identification, citizenship and academic certifications/diplomas/licenses, and a police certificate from your place of residency should be to the attention of:

**Chairman, Board of the International Tax Authority
Peace House, Pickering Drive
Road Town, Tortola VG1110
VIRGIN ISLANDS**

Closing date: 13 November, 2020

HOW TO APPLY: <https://bviita.vg/> - Careers

Important Notice: Qualified candidates who are considered for potential employment with the International Tax Authority may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify from employment with the International Tax Authority.

Senior Administrative Officer

Support Services · Road Town, TORTOLA

Role Summary:

The successful applicant will provide professional and efficient administrative support for all units to facilitate the smooth and efficient function/operation of the International Tax Authority.

Minimum Qualifications:

Associate's Degree in Business Administration, Management or a related field

Experience:

Four (4) or more years of experience in a related field

Main Responsibilities:

1. Provide professional secretarial and administrative support for respective units as required.
2. Meet and courteously greet visitors and/or clients to maintain good relations; assist with the front desk responsibilities in absence of the designated officer.
3. Answer, screen, and transfer calls; take messages and distributing them as needed to ensure timely and adequate information flow; handle inquiries or requests when appropriate.
4. Assist with the preparation for meetings and presentations; carry out research and assist in gathering information, verifying data and processing paperwork.
5. Prepare, type, compile reports, correspondence and other documents as needed; proofread to ensure accuracy.
6. Ensure that incoming correspondence is managed in terms of priority or importance and delivered and/or recorded appropriately to facilitate effective information flow and decision making.
7. Organize and coordinate travel, accommodation, and transport to seminars, conferences, meetings and other events as needed; ensure all relevant immigration requirements are met.
8. Liaise with staff, clients and suppliers as directed.
9. Assist with filing correspondence and records management, organization and retrieval.
10. Update and maintain information on computer systems, databases, spreadsheets and in archives.

11. Assist with the maintenance of minor office equipment to facilitate consistent function of the ITA.

12. Any other related duties as may be required by the Director or senior officers in order to contribute to the effective and efficient function of ITA.

Knowledge and Skills:

- Sound knowledge of the use of standard office equipment and computer applications
- Sound knowledge of Government structure, policies, and procedures
- Sound oral and written communication skills
- Excellent interpersonal, organizational and time management skills
- Ability to work on own initiative and attend to details
- Ability to work well under pressure and as a team
- Good knowledge of general office procedures

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Compliance Examiner

Compliance Unit · Road Town, TORTOLA

Role Summary:

The successful applicant will serve as a primary desk officer for conducting all inspections on entities to ensure their compliance with standards for tax information exchange and other international tax initiatives undertaken relevant to the International Tax Authority.

Minimum Qualifications

Bachelor's Degree in Business/Public Administration, Management or a related field

Experience:

Two (2) years of related experience

Main Responsibilities:

1. Assist in planning inspections of BVI Business Companies, Trusts and other entities to determine their compliance with relevant laws to ensure availability for information exchange particularly their maintenance of accounting records
2. Conduct inspections/examinations according to established program to ensure that all examination objectives are met.
3. Prepare reports on all examination findings and ensure that findings are adequately documented; make recommendations as applicable.
4. Conduct all relevant research on matters of compliance and prepare periodic reports for management as required.
5. Interpret research findings and prepare relevant topics for further discussion and decision making.
6. Process all incoming information from entities to ensure accuracy and compliance with the relevant laws.
7. Draft, type and proofread various documents to ensure accuracy.
8. Communicate with relevant local, regional, and international agencies for information.
9. Organize and coordinate travel, seminars, conferences, meetings, and events as needed.
10. Attend meetings, training sessions, or workshops as instructed to ensure awareness of changes to policies or procedures relevant to the role; record and report minutes as required.
11. Maintain relevant records and keep data up to date so that complete records are available for reference.

12. Any other related duties as may be required by the supervisor or senior officers in order to contribute to the effective and efficient function of ITA.

Knowledge and Skills:

- Sound knowledge of Government structure, policies, and procedures
- Good knowledge of applicable laws, regulations, and policies
- Sound knowledge of the use of standard office equipment and computer applications
- Good knowledge of quantitative research methods and data analysis
- Good knowledge of international affairs and global political and economic issues
- Sound oral and written communication skills
- Good analytical and decision-making skills
- Sound interpersonal, organizational and time management skills
- Ability to work well under pressure and as a team

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Senior Compliance Examiner

Compliance Unit · Road Town, Tortola

Role Summary:

The successful applicant will gather and analyze data/information to inform technical and strategic recommendations with respect to the remit of establishing and maintaining international relationships and alliances through the maintenance of a comprehensive compliance regime.

Minimum Qualifications:

Bachelor's Degree in International Affairs/Business, Economics, Social/Political Science, Business Administration, or a related field

Experience:

Three (3) to five (5) years of related experience

Main Responsibilities:

1. Assist with assessing the existing compliance regime and advise on technical and strategic recommendations for formulating appropriate policy responses relating to matters of international cooperation specifically to the Automatic Exchange of Information (AEOI) including Common Reporting Standards (CRS), Foreign Account Tax Compliance Act (FATCA), Base Erosion and Profit Sharing (BEPS), and the European Union Savings Directive (EUSD); Exchange of Information upon Request (EOIR).
2. Advise on technical and strategic recommendations for formulating appropriate policy responses relating to matters of global economic, social and other developments that affect the interests of the Territory.
3. Prepare examination programs and supervise and review all work carried out by compliance examiners such as findings, recommendations, and documentation to ensure program objectives are met.
4. Assist with monitoring the collection of registration and filing fees for FATCA (Foreign Accounts Tax Compliance Act) to ensure compliance with international agreements, laws, and policies.
5. Co-ordinate research and prepare periodic reports for management as required.
6. Collect quantitative and qualitative data, interpret research findings, and prepare topics for further discussion and decision making.
7. Prepare various correspondence and reports and assist in drafting materials for local and international publications.
8. Co-ordinate and manage monthly reporting processes.

9. Provide administrative and specialized support to management.
10. Communicate with relevant local, regional, and international agencies for information.
11. Assist with the preparation of meetings and presentation materials.
12. Organize events and attend seminars, conferences, meetings, and workshops relevant to local and international events, activities and developments.
13. Any other related duties as may be required by the supervisor or senior officers in order to contribute to the effective and efficient function of ITA.

Knowledge and Skills:

- Sound knowledge of Government structure, policies, and procedures
- Sound knowledge of the use of standard office equipment and computer applications
- Sound knowledge of applicable laws, regulations, and policies
- Good knowledge of the Financial Services Industry in the Virgin Islands
- Good knowledge of quantitative research methods and data analysis
- Good knowledge of international affairs and global political and economic issues
- Sound oral and written communication skills
- Good analytical and decision-making skills
- Sound interpersonal, organizational and time management skills
- Ability to work well under pressure and as a team

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Public Tender For Cleaning Service

The International Tax Authority, a body Corporate, in the Virgin Islands is inviting tenders for cleaning of its office at Pickering Drive, Road Town, Tortola VG1110, Virgin Islands for the calendar year 2021.

SCOPE OF SERVICE

Proposed work, which is to be carried out on Tuesday through Saturday, consists of:

- (a) Cleaning, mopping and sanitizing of all offices, general floor areas and all other rooms inclusive of the restrooms, kitchenette and conference rooms.
- (b) Sanitizing, cleaning and dusting of all office furniture, all surface areas, blinds and upholstery;
- (c) Cleaning of the entrance glass door.
- (d) Each Saturday, in addition to the abovementioned services, the cleaning and polishing of all windows and doors and the cleaning of all stairwells and lobby area.

The International Tax Authority does not bind itself to accept the lowest or any other tender and will not defray any cost incurred by the Tenderer.

INSTRUCTIONS TO TENDERS

- (a) The tenderers must ensure that they hold a valid trade license and a valid certificate of good standing from the Social Security Board, National Health Insurance and Inland Revenue Department (the “supporting documents”).
- (b) If a tenderer is successful in his bidding, all supporting documents must be submitted within ten (10) of the acceptance of tender, failing which the ITA reserves the right to forfeit the offer and consider another tenderer.

The tenderers must submit their quotation in a seal envelope with a **return address** and clearly marked “**Tender for Cleaning Services 2020 for Peace House**” addressed to:-

The Director
International Tax Authority
Peace House, Pickering Drive
Road Town, Tortola VG1110
Virgin Islands

CLOSING DATE FOR TENDER IS FRIDAY 13TH NOVEMBER 2020