



VACANCY NOTICE – COMPLIANCE OFFICER

The Saint Lucia Tourism Authority invites applications from suitable qualified persons for the position of **Compliance Officer** based in Saint Lucia. Under the direction of the Senior Manager, Compliance & Collections, the Compliance Officer will provide support to the Finance & Accounting Department performing audits of Tourism Levy Collectors to determine liability for levies and process refund requests. The incumbent will also provide information to promote compliance and ensure adherence to legislative requirements.

KEY RESPONSIBILITIES:

1. Assesses cases for potential compliance issues and audit risks.
2. Undertakes pre-contact analysis and contributes to the development of the audit plan.
3. Researches and examines relevant source documents and analyses information to arrive at audit conclusions.
4. Observes, compares, and reviews financial records at the Collectors'/Representative's business location to determine Collectors' compliance with Levy laws and liability.
5. Compiles spreadsheets, organizes detailed financial data and audit notes analyzed based on established standards.
6. Prepares working papers and audit reports in accordance with GAAP and Auditing standards.
7. Prepares and presents/communicates audit findings, interpretations made of relevant tax laws, regulations and rulings, proposed adjustments, penalty recommendations and resolution of technical and significant audit issues with collectors/representatives and attempts to secure collectors agreements of final settlement decisions.
8. Processes refund claims.
9. Educate collectors on relevant tax laws, policies and procedures and all rights and obligations.
10. Makes recommendations to improve the effectiveness and efficiency of relevant work processes and enhance customer service.
11. Attends tax hearings, prepares statements and gives testimony regarding work performed.
12. Responds to enquiries from collectors and/or their representatives regarding tax laws and the Authority's policies and procedures.
13. Demonstrates continuous effort to improve operations, decrease turn-around times, streamline work processes, and works cooperatively and jointly to provide quality seamless customer service.
14. To generally assist in the work of the Saint Lucia Tourism Authority and undertake other duties required from time to time as assigned by the Head of Department or CEO.

Qualifications/Experience:

- BSc Degree in Accounting, Finance, Business Administration, or the equivalent qualification.
- Experience in Audit and Revenue Administration would be an asset.
- Good knowledge of local and international auditing and accounting techniques and standards with at least two (2) years' work-related experience.
- Good knowledge of relevant tax laws, regulations, and guidelines.
- Excellent analytical, decision-making, problem-solving skills, planning and organizational skills.
- Excellent numeracy skills with keen attention to detail for accuracy & completeness.
- Good time management and negotiation skills.
- Good communication and interpersonal skills with the ability to articulate findings in a written report.
- Proficient in the use of Microsoft Office Suite particularly Excel.

Remuneration will be commensurate with qualifications and experience.

**APPLICATIONS WITH RECENT CURRICULUM VITAE/RESUME AND TWO REFERENCES
SHOULD BE ADDRESSED TO:
CHIEF CORPORATE OFFICER, SAINT LUCIA TOURISM AUTHORITY, P.O. BOX 221, CASTRIES, SAINT LUCIA
AND SUBMITTED VIA EMAIL AT APPLICATIONS@STLUCIA.ORG BY 27th JANUARY 2025.**

ONLY SUITABLE APPLICANTS WILL BE ACKNOWLEDGED.