



PUBLIC NOTICE

VACANCY FOR PAYE OFFICER

Corporate Finance is seeking to recruit a motivated individual to fill the vacant post of PAYE Officer, within their Income Tax section.

The successful candidate will support the PAYE Executive Officer with the day to day management of the PAYE system, auditing the Tax data for individual employee tax payers and dealing with tax queries ensuring all PAYE taxes are collected in line with the Income Tax Ordinance.

Duties of the post will include but not limited to:

- Provide effective income tax advice to employee and employer both written and oral by applying case facts in line with the Income Tax Ordinance.
- Monitoring and recording employer and employee tax data relevant to the PAYE system.
- Auditing employees annual Income Tax Returns and raising annual assessments.

Prospective candidates should have at least:

- GCSE Maths and English at Grade C or above or equivalent qualification;
- NVQ in Customer Service or experience of working in a customer service environment;
- Good IT skills and proficient in Microsoft Office applications;
- Class A drivers licence.

Salary for the post is at Grade B1 which is £6,722 per annum.

For further information about the duties of the post and for a copy of the job profile, interested persons can contact Mrs Gillian Knipe, Assistant Commissioner – Tax on telephone no. 22287 or email Gillian.knipe@sainthelena.gov.sh.

Application forms can be obtained from Corporate Human Resources or Corporate Finance and should be submitted through directors, where applicable, to Miss Nicole Peters, Corporate Human Resources, The Castle or e-mail: nicole.peters@sainthelena.gov.sh by no later than 4pm on Wednesday 8 November 2017.

All appointments are subject to the successful candidate providing satisfactory clearances, including a medical check and vetting/DBS clearance. SHG reserves the right to have information provided on the application form independently verified.

SHG positively accepts applications from all members of the community regardless of race, gender, disability, age, sexual orientation, religion or belief, and will consider all applications on the basis of merit, in accordance with the person specification. All disabled applicants meeting the minimum criteria listed in the job profile will be guaranteed an interview.

Corporate Services

20 October 2017