

## **ToR's for Financial Analyst /Taxation Expert**

**Qualifications:** Masters in Economics, Public Policy, Tax Policy, Finance or relevant subject.

**Experience:** Relevant experience of working on assignments/projects related to public finance, Tax policy & management, reforms in tax administration covering areas of tax assessment, collection, administration and management. Experience in financial analysis including use of statistical tools to undertake & analyze various problems of financial and economic management with demonstrated expertise of financial management and taxation reforms. Prior experience with Government institutions would be given due consideration.

### **Job Description:**

Financial Analyst/Taxation Expert will work under the supervision and control of Finance Secretary with following responsibilities:-

- Coordinate with Tax collecting departments/agencies for various studies aimed at assessment of tax/non-tax receipts;
  - Formulate strategy papers and recommendations containing actions for improving the existing base and collection of revenue from different revenue streams;
  - Collect data and perform various statistical analysis on different sectors of the economy;
  - Provide advice on the impact of existing and alternative tax policy on both AJK revenue collection and tax payers;
  - Estimate the administrative and compliance costs associated with current tax administration and management;
  - Conduct periodic reviews and generate reports on trends of revenue collection in different periods;
  - Prepare & analysis of monthly reports of receipts from different resources and by various revenue collecting agencies;
  - Produce annual tax expenditure analysis for each tax & non-tax receipt;
  - Suggest policies for optimal fund utilization and better institutional arrangements to achieve maximum output aiming allocative efficiency;
  - Preparation of guidelines/manuals for levy of different taxes/cess, collection, management & uses thereof of such revenue;
-