

# SCHOLARSHIPS

## To Pursue a Career in Tax Administration



Applications are invited from suitably qualified persons for the award of scholarships under the Tax Audit & Revenue Administration (TARA) Postgraduate Diploma Programme sponsored by the Ministry of Finance & the Public Service, to undertake training to qualify for appointments in Tax Administration in the Government Service. The course is a Postgraduate Diploma Programme and is accredited by the University Council of Jamaica (UCJ).

**In order to qualify for the award, short listed candidates will be required to pass a basic accounting examination and a panel interview.**

### ENTRY REQUIREMENTS

**Completion of one of the following programmes plus required work experience:**

- A first degree in Accounting, Management Studies with an Accounting major from a recognized institution plus two (2) years related work experience; **OR**
- ACCA Level 2 plus two (2) years related work experience; **OR**
- **A.Sc.** - Accounting **MIND**, along with completion of the revised Certificate in Government Accounting course plus three (3) years related work experience; **OR**
- Diploma in Business Administration (**Accounting**) from the University of Technology (**UTECH**) plus five(5) years related work experience; **OR**
- AAT/CAT (Accounting Practice) plus a minimum of five (5) years related work experience.
- Proof of training in computer applications e.g. Microsoft Excel, Word, etc.

### COURSE CONTENT

Tax Administration, Revenue Laws, Taxpayer Relations, Investigative Techniques, Public Finance, Advanced Accounting, Audit Techniques including Computer Systems and Report Writing.

### DURATION OF COURSE

Full time studies for a period of thirteen (13) months

### TERMS OF AWARD

- Free tuition and books
- A *tax-free* training allowance of \$420,000 per annum
- Applicants who successfully complete the course will be bonded to serve in the Tax Administration of the Government of Jamaica for a minimum period of 4 years with effect from the date of their employment as Tax Administrators.

### CAREER PATH

On completion of the programme, the TARA graduate will be assigned at the RMG/TA 4 with related remunerations. Opportunities exist for promotion to Senior Management positions throughout the Tax Administration.

**Application Forms are obtainable at:**

**TAX ADMINISTRATION SERVICES DEPARTMENT**

**12 Ocean Boulevard, 10th Floor  
Kingston Mall**

**Telephone: 967- 0000/922- 8691**

**OR**

**REVENUE SERVICE CENTRES**

**(Spanish Town, May Pen and Montego Bay)**

**OR**

**MANAGEMENT INSTITUTE FOR NATIONAL DEVELOPMENT (MIND)**

**235A Old Hope Road, Kingston 6**

**Telephone: 927-1761-3**

**Civil Servants** should submit their applications through their Permanent Secretaries/Heads of Departments to the Chief Personnel Officer, Office of the Services Commission, Ministry of Finance & the Public Service Building, "G" Block (2nd Floor), 30 National Heroes Circle, Kingston 4

**Applications should be returned no later than July 9, 2009**