



Role Statement

Role title	Taxation Audit Specialist	Classification	AS05
Branch	RevenueSA	Type of Appointment	Temporary
Section	Compliance Services	Position Number	Multiple
Approved by	Commissioner of State Taxation	Date	2025

Department of Treasury and Finance

The Department of Treasury and Finance is the lead agency for economic, digital and financial policy outcomes.

We play a vital role in providing financial services to the community and economic and fiscal policy advice as well as digital services to the Government of South Australia.

The Department of Treasury and Finance actively promotes flexible working arrangements and values diversity in the workplace.

Our Purpose

We are *the Government's trusted fiscal, economic, digital and policy advisor*.
We work to ensure *South Australia is a thriving, prosperous State now and in the future*.

Who we are



Talented, Clear Eyed and Curious

We are analytical, evidence based, innovative and creative.



High Performing

We are known for achieving successful and timely outcomes.



Trusted Partner

We work better together. We lead, partner, and collaborate to help solve the big challenges.



Agile

We organise around opportunities critical to our state and are flexible in responding to challenges.



Fulfilled and Fun

We take the work seriously and ourselves less so - we support each other in the pursuit of excellence and make Treasury a great place to work.

What we are known for

A world class Treasury and Finance.
A high performing agency that seizes opportunities, addresses the big challenges, and is a destination employer providing rewarding careers.

Branch/Section

RevenueSA, through the Commissioner of State Taxation, is responsible for the management, collection and enforcement of South Australia's taxation revenue, management of various grant schemes, management and collection of the fixed property component of the Emergency Services Levy (ESL); and management of government rebate incentive schemes.

The revenue collected (apart from ESL which specifically funds the provision of emergency services), is used by the Government to fund the provision of essential services including public health and safety, education and law and order for South Australian citizens.

Working together to deliver contemporary and innovative revenue and grant services for the benefit of South Australia.

As part of RevenueSA, the Compliance Services team contributes to these responsibilities by the achievement of specified revenue targets from programs of compliance activity across all the taxlines administered by RevenueSA. The conduct of these compliance programs not only achieves a gain to revenue, their conduct also has an emphasis on encouraging voluntary compliance, education of clients on their responsibilities and broadening compliance enforcement.

What this role is responsible for

The Taxation Audit Specialist is responsible to the Manager Audit, Compliance Services or a Senior Taxation Investigator for undertaking major investigations and high level research into legislation administered by RevenueSA.

The incumbent is required to provide a technical advisory role to taxpayers and to provide a "hands on" training function to Compliance officers in respect to the conduct of field and desk audits and investigations, contribute to the successful completion of the Branch's compliance programs and identify areas of revenue base erosion that may form the basis for future programs.

The Taxation Audit Specialist may also be required to inform taxpayers in the public and private sectors and industry or professional bodies on RevenueSA policy and their liabilities, to encourage their compliance and provide high levels of taxpayer service.

- Contribute to the conduct of programs in respect of legislation administered by RevenueSA to determine the substance of taxpayer practices (individually or on an industry basis) particularly those associated with the avoidance or evasion of taxation liabilities.
- Individually, or as a project leader, undertake enforcement activities, research, audits and investigations in respect to the affairs of members of the private and public sectors to monitor and ensure compliance with legislation administered by RevenueSA.
- Prepare reports and briefs as to the outcome of research and investigations undertaken, formulating conclusions, recommending policy or alteration to policy and/or amendments to legislation as appropriate.
- Provide advice, expert guidance and support to other Compliance Services Branch staff as required.
- Obtain evidence, overtly by retaining or seizing records or through covert surveillance, for assessing or prosecution in respect to breaches of legislation. Support and advise legal counsel where necessary, and be competent in presentation of evidence as a witness.

OFFICIAL

- To inform taxpayers in the public and private sectors on RevenueSA policy and their liabilities to encourage and facilitate their compliance and to provide high levels of taxpayer service.
- Liaise with taxpayers, their professional advisers, representatives of industry and interest groups, Managers of other RevenueSA branches, or Executives and staff or other State and Federal Agencies.

Who this role reports to

The Taxation Audit Specialist is responsible to the Manager Audit, Compliance Services (AS08) or a Senior Taxation Investigator (AS06) for the conduct of major compliance/research projects and the provision of progress reports and recommendations.

Key Relationships/Stakeholders

- RevenueSA Executives, Leadership team and RevenueSA and Compliance Services colleagues the role supports and represents.
- Taxpayers (individuals & businesses) and their representatives.
- External stakeholders – other government agencies, accounting and legal firms, financial institutions and property agents involved in enforcement.

Special Conditions

- Applicants will be required to undergo the appropriate and relevant employment screening assessment(s) required for this role in line with the department's Employment Screening Policy.
- This role requires:
 - National Police Check
 - Working with Children Check
 - Security Clearance (including Baseline, Negative Vetting Level 1 or Level 2, Positive Vetting)
 - Other:
- Some out of hours work may be required. Intrastate and interstate travel may be required.
- The incumbent will be required to participate in the Departmental Performance Management Program.
- The incumbent may be required to be assigned to other positions at the same remuneration level across the department.
- Possession of, and willingness to use current Drivers Licence is essential.
- This position may be offered on either a full-time or part-time basis and salary will be adjusted according to actual hours worked.

Essential Expertise

- Demonstrated experience in the application of the relevant legislation, policies and procedures, including Code of Ethics, EEO and cultural inclusion.
- An understanding of the legislative requirements of the *Work Health and Safety Act 2012*.
- An understanding of and ability to work/manage to the spirit and principles of AS ISO 31000:2018 Risk management – Guidelines.

OFFICIAL

OFFICIAL

- Demonstrated capacity for clear, creative and analytical thinking and planning to undertake the more complex and/or sensitive casework under limited direction and the ability to cope effectively with workload peaks and establish appropriate priorities under limited direction.
- Proven ability to communicate effectively, both verbally and in reports, letters and minutes to various levels in the public sector, with peak industry bodies and professional representatives in the private sector.
- High level of investigative ability in particular, sufficient skill in the analysis and interpretation of financial systems and records (computer based and manual) to ascertain the substance of transactions behind the legal form.
- Demonstrated ability to work in a team environment, mentoring and imparting knowledge to others and displaying drive, initiative, self-reliance and flexibility.
- Commitment to provide quality in audit, investigation and enforcement work and to convey a professional image.
- The planning and conduct of programs, investigations and research projects.
- Analysing records for taxation, audit or other similar, purposes.
- Knowledge of commercial accounting principles, procedures and systems.
- Knowledge of principles of commercial and criminal law, interpretation and application of legislation.

Desirable Expertise

- Post secondary studies in law, accounting, business, computing, economics or related fields.
- Experience in the planning and conduct of investigations or audits.
- Working knowledge of the law of evidence.
- Working knowledge of the principal Acts (and associated Regulations) administered by RevenueSA.
- Knowledge of the main principles of other legislation of concern to RevenueSA.

OFFICIAL