



ASCENSION ISLAND GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Finance Assistant - Income Tax

TEAM: Finance

REPORTS TO: Finance Team Leader

JOB PURPOSE: To be responsible to the Finance Team Leader for the performance of accounting functions in respect of Income Tax, and to assist in other roles with the Finance Team of the Ascension Island Government.

MAIN DUTIES:

1. Income Tax
 - Timely issue of all forms including claims for allowances, tax codes, monthly and annual returns, leavers and certificate of earnings.
 - Manage the ongoing collection of taxes from the employing organisations, small businesses, sub-contractors and business visitors.
 - Carry out annual reconciliations and assessments.
 - Maintain registers for all PAYE contributors.
 - Point of reference for any income tax based queries.
 - Review and ensure compliance with relevant legislation
2. Customs
 - To undertake duties as customs officer as required.
 - Assisting with passenger movements, both sea and air, checking of passenger cabin and hold baggage including use of scanners.
3. Finance Office
 - To assist other roles in busy periods and provide leave cover as required.
 - To perform regular and random cash checks when necessary.

4. Other

- To support and provide cover for other roles in the Post Office, or Stores if required.
- To provide support to the Finance Team Leader in the facilitation of the Finance Department Training and Development Programme
- To undertake any other duties as requested by the Finance Team Leader or the Deputy Director of Resources.

RESPONSIBILITIES:

- Assist and support the Finance Team Leader.
- To keep abreast of relevant legislation or professional developments.
- Maintain confidentiality in respect of classified information and documentation at all times.
- Responsible for the handling and security of cash.
- Responsible for efficient and timely collection of all taxes/duties.
- To attend any necessary or developmental training course as agreed.
- To participate in the staff appraisal system.

PERSON SPECIFICATION: Knowledge, skills, experience and personal attributes

Essential

- IT Skills, especially MS Excel, Outlook and Word.
- A good general education is essential. Possession of at least three GCSE's at Grade C or equivalent.
- Good interpersonal skills are essential in order to work as an effective member of a team and to deal with the public and other Government teams in an efficient and polite manner.
- The post holder must have the ability to work independently and to use their own initiative but refer matters for guidance whenever necessary/appropriate.

Desirable

- Prior experience of Customs and/or Income Tax duties would be an advantage.
- An understanding of the SAGE software program or similar computerised accounts package is an advantage but not essential.

This Job Description indicates the main duties and responsibilities of the post. It is not intended as an exhaustive list.

The Ascension Island Government (AIG) reserves the right to amend this Job Description from time to time according to operational needs. Any changes will be discussed with you and confirmed in writing. Please note that you share with AIG the responsibility for making suggestions to alter the scope of your duties and improve the effectiveness of your post.

May 2026