



Government of Sark

POLICY & FINANCE COMMITTEE

A Committee of the Chief Pleas of Sark

Committee Office, La Chasse Marette, GY10 1SE

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Vacancies for **TAX ASSESSOR** and **DEPUTY TAX ASSESSOR**

The Policy & Finance Committee are seeking a **Tax Assessor** and a **Deputy Tax Assessor** to commence as soon as possible. Both roles are office-based, and hours will vary with demand, with most hours worked between December and February during which time the Tax Assessor and the Deputy Tax Assessor are expected to be on island.

The Tax Assessor and the Deputy Tax Assessor operate under *The Direct Taxes (Sark), Law 2002*, with duties including:

- assessing annual tax returns, including compliance and spot checks to ensure returns are accurate
- the accurate and timely preparation of tax assessments
- keeping up to date and accurate accounts and records
- providing a full and accurate financial statement of accounts to the Policy & Finance Committee at least once every financial year
- reporting in writing to the Policy & Finance Committee at least once every financial year, which may be placed before Chief Pleas
- liaison with the Treasury and responding to tax authorities in other jurisdictions, as required
- maintaining strict confidentiality requirements, and in the discharge of their functions be fair, impartial and independent.

If you are interested, you will need administrative experience, strong financial and numeracy skills, be willing to familiarise yourself with the legislation and be proficient with Microsoft Excel, Outlook and Word. Expressions of interest, consisting of a letter outlining suitability, should be sent to the Senior Operations Officer by email at committeeoffice@sarkgov.co.uk or delivered to the Committee Office, La Chasse Marette, GY10 1SE no later than **12 noon on Friday, 28th November 2025**.