



Government of Sark

POLICY & FINANCE COMMITTEE

A Committee of the Chief Pleas of Sark

Committee Offices, La Chasse Marette, Sark GY10 1SE

Tel: (01481) 832118 | E-mail: policy.finance@sarkgov.co.uk

Vacancy for DEPUTY TAX ASSESSOR

The Policy & Finance Committee is seeking to appoint a **Deputy Tax Assessor** from October 2026. The role is approximately 100 hours per year, with most hours worked between December and February. During this time the Deputy Tax Assessor is expected to be on island and be in the office two days per week. The role comes with an honorarium of approximately £2,000.

The Deputy Tax Assessor operates 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;
- supporting the Tax Assessor in providing a full and accurate financial statement of accounts to the Policy & Finance Committee at least once every financial year;
- 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.

The successful candidate will need administrative experience, strong financial and numeracy skills, be willing to familiarise themselves with the relevant 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 **31st July 2026**.