




JESSICA CLAIRE

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HIGHLIGHTS

- Professional Accountant
- Tax Auditing
- Proficient in Microsoft office
- Management expert
- General and tax accounting
- Expert in taxation

EDUCATION

HMRC Staff College
Lincoln, England • 2009

Certificate: Management

- Leadership and management skills
- Self-awareness and impact
- Communication and presentation skills
- Working collaboratively for improved performance
- Managing performance
- Managing change
- Getting more for less
- Delivering better compliance
- Engaging with customers for improved performance
- International tax and frontiers issues
- Human resource management

Management Institute for National Development (MIND)
Kingston • 2007

Certificate: Management

- Management development and organizational development.
- Understanding difference and learning about others.
- Interpersonal skills, team skills and processes, leadership and performance management.
- Systems thinking, continuous improvement, business planning and presentation skills.
- Commonwealth perspective; tax administration module and best practice design for tax.
- Risk management and strategic planning.
- Tax compliance administration, audit case selection and risk based auditing.
- Planning investigations/large company investigations and cost benefit analysis.
- Value added taxes.
- Management of disputes.
- Tax evasion/avoidance and underground economy/money laundering.
- Fraudulent transactions.
- Issues relating to multinational corporates expatriate employees.

HMRC Staff College
Lincoln, England • 2004

Certificate: Taxation
Personal development

- Self-awareness and impact.
- Communication and presentation skills.

Engagement with the taxpayer

- Customer focus.
- Business tax interventions.
- Personal tax interventions.
- Accounts examination.
- Case selection and risk analysis.
- Techniques for collecting returns and payments.

Compliance strategy

- Special investigations and civil investigations of fraud.
- Understanding avoidance.
- Criminal investigations in practice.

Presentation skills

- Project and team working.
- Tribunals including appeals, reviews and evidence.

International taxation

- Transfer pricing.
- Tax treaties.
- Exchange of information.

Taxation of e-commerce

- Computer record examination.

Kaplan Financial (FTC)
London, England • 2002

Association of Certified Chartered Accountants:

Accountancy

- Management Accounting
- Financial Accounting
- Financial Management
- Taxation
- Audit and Assurance
- Business Analysis

Management Development Institute

Kanifing, KMC • 1998

Association of Accounting Technicians: Accounting

- Preparing Financial Statements
- Budgeting
- Financial Reporting
- Report Writing
- Cash Management
- Risk Management
- Professional Ethics

CERTIFICATIONS

Certificate: Achieving Management Potential

Certificate: Taxation

Certificate: Management Development

PROFESSIONAL PROFILE

- Certified Accountant with more than 10 years experience working with company financial statements.
- Vast experience in preparing tax returns.
- Ability to critically review financial statements
- Highly motivated manager with excellent administrative, organizational and communication skills.
- Reliable person with more than 20 years work experience.

SKILLS

- Good Communication
- Customer Service
- Problem Solver
- Team work
- IT Skill
- Proficient in Quickbooks

ACCOMPLISHMENTS

- Setup a large taxpayer unit which collected over 70% of domestic taxes revenue.
- Increased revenue collection by 20% over a period of two years.
- Lead team that introduced the Tax Identification Number (TIN).
- Developed a new process for employee evaluation which resulted in marked performance improvement.
- Developed an enforcement process that improved revenue collection.
- Improved customer relations.

EXPERIENCE

Apartment Income Reit Corp. - Accountant

Pembroke Pines, FL • 05/2013 - 10/2013

- Performed debit, credit and total accounts on computer using specialized accounting software.
- Managed accounting operations, accounting close, account reporting and reconciliations.
- Received, recorded, and banked cash, checks, and vouchers as well as reconciled records of bank transactions.
- Assisted the Managing Director with the production of the monthly financial and management reports.
- Prepared financial and regulatory reports required by boards of directors.

Brown Brothers Harriman - Commissioner of Taxes

Columbus, OH • 03/2011 - 03/2012

- Managed over 80 staff responsible for the collection of domestic revenue
- Managed the formulation and implementation of the annual operational plan and budget of the domestic taxes department
- Prepared and managed the annual budget of the department
- Formulated policy objectives and strategy of the department

Gambia Revenue Authority - Deputy Commissioner of Taxes

City, STATE • 03/2007 - 03/2011

- Ensured that the Large Taxpayer Unit (LTU) maximises revenue collections
- Managed and oversee the work of the LTU
- Made monthly reports summerising progress against plans and account for variations
- Established and reported trends in compliance and liaised with technical services unit to develop procedures or legal changes to counter threats to revenue
- Liaised with other government departments and private institutions to establish arrangements for collection, collation and exchange of relevant data
- Conducted performance appraisals on LTU staff

Central Revenue Department - Inspector of Taxes

City, STATE • 2003 - 03/2007

- Conducted tax audits on taxpayers.
- Produced tax audit reports.
- Ensured taxpayers compliance with payment and filing obligation.
- Advised taxpayers on tax issues.

Central Revenue Department - Assistant Inspector of Taxes

City, STATE • 04/1999 - 11/2002

- Planned and executed enforcement activities.
- Inspected tax returns and carryout desk audits.
- Prepared and issued tax assessments to taxpayers.

Central Revenue Department - Tax Officer

City, STATE • 01/1997 - 03/1999

- Ensured tax returns are processed efficiently.
- Maintained and up to date records of taxpayers' liability and payments.

Central Revenue Department - Senior Tax Clerk

City, STATE • 11/1991 - 1997

- Maintained taxpayer files.
- Issued tax clearance certificates.
- Provided first point of contact for taxpayers requiring assistance.

LANGUAGES

English

AFFILIATIONS

- Association of Certified Chartered Accountants (UK)
- Association of Accounting Technicians(UK)