



International Federation of Accountants

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JOB DESCRIPTION

<i>TITLE:</i>	Executive Assistant, IAASB
<i>SUPERVISORS TITLE:</i>	Technical Director & Deputy Director, IAASB
<i>DEPARTMENT:</i>	IAASB
<i>DIRECT REPORTS:</i>	N/A
<i>FLSA STATUS:</i>	Full-time, Non-Exempt, Hourly
<i>DATE:</i>	November 2011

I. ABOUT IFAC

The International Federation of Accountants (IFAC) is the global organization for the accountancy profession. It works with its 164 member bodies in 125 countries to protect the public interest by encouraging high quality practices by the world's accountants. IFAC members and associates, which are primarily national professional accountancy bodies, represent approximately 2.5 million accountants employed in public practice, industry and commerce, government, and academia. Its structure and governance provide for the representation of its diverse constituencies and interaction with external groups that rely on or influence the work of professional accountants.

II. POSITION SUMMARY

This position's primary role is to provide administrative support to the International Auditing and Assurance Standards Board (IAASB) and its related task forces and groups¹ (collectively referred to as "IAASB" in this job description). The position has responsibility for planning and organizing IAASB meetings² and includes compiling and posting material to the IAASB website and related file maintenance. The position also provides administrative support to the Technical Director, Deputy Director and Managers of the IAASB, including calendar management, travel management, clerical support, and special projects as requested. The position requires a person who is highly organized, able to work with little direct supervision, and has excellent interpersonal skills.

¹ Including the IAASB Consultative Advisory Group and National Auditing Standard Setters Group.

² Including telephone conferences.

III. ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential duties and responsibilities include those set out below. Other duties may be assigned to meet business needs.

- Provide administrative support to the IAASB, including:
 - Planning conference calls and meetings, including the logistical arrangements for multiple domestic and international conference calls and meetings;
 - Compiling, posting to the IAASB website, and distributing material for IAASB meetings;
 - Tracking IAASB task force meetings, and receiving and tracking IAASB members' expense claims for attending task force meetings;
 - Receiving, tracking, and organizing comments received on IAASB exposure drafts;
 - Assist in the preparation and tracking of presentations;
 - Assist in the preparation of budgets related to IAASB, monitor expenditures and report on variances;
 - Preparing and coding of credit card statements and expense reports for Technical Director, Deputy Director and Technical Managers;
 - Maintaining calendar of IAASB activities for quarterly reporting;
- Provide administrative support to Technical Director, Deputy Director and Managers of the IAASB, including:
 - Calendar and travel management;
 - Maintaining quarterly accruals;
 - Formatting of technical documents and correspondence;
 - Correspondence and distribution of documents;
 - Paper and electronic file maintenance and
 - Perform special projects as directed by the Technical Director, IAASB.
- Provide administrative support to the chairmen of the IAASB the IAASB Consultative Advisory Group.
- Liaise with the Technical Director, Deputy Director and Managers of the IAASB and the Communications staff of IFAC to maintain IAASB related information on the IFAC website.
- Set up and cleaning of meeting facilities within IFAC offices for IAASB related meetings.
- Assist other IFAC staff for their meetings when necessary.
- Maintain specified IAASB databases and distribution lists.
- Manage the IAASB audio recordings.
- Provide back-up administrative support for the IFAC Council, Board and other Boards and Committees.

IV. QUALIFICATIONS

Experience and Training:

- Bachelor's degree and a minimum of 4 years of related experience preferred or a combination of experience and education that enables performance of all aspects of the position.

Skills:

- Proficiency in MS Office Suite (Word, Excel, Outlook and PowerPoint) and Internet Explorer.
- Excellent project management and organizational skills.
- Attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
- Excellent written and verbal communication skills.
- Excellent negotiation skills.
- Foreign language skills a plus.

Ability to:

- Make decisions and exercise sound judgement.
- Identify opportunities and work with little direct supervision.
- Travel internationally for Board and other meetings up to three times per year.
- Prepare well-reasoned and concise concept and meeting papers.

Interested candidates should submit a resume (CV) and cover letter to:

Human Resources
International Federation of Accountants
545 Fifth Avenue, 14th Floor
New York, NY 10017-3610, USA
Email: jobs@ifac.org

IFAC is an equal opportunity/affirmative action employer.
Please send resume and salary requirements to jobs@ifac.org
Please visit: www.ifac.org/JobsAtIFAC