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 functioning of the Forum of Firms and Transnational Auditors Committee (TAC), IFAC’s Small and Medium Practices Committee (SMPC) and Translations Department.

The position provides primary administrative support to the Technical Managers of the SMPC, TAC and Translations Department and the activities they oversee. The administrative duties and responsibilities include contracting for and organizing international committee meetings, calendar and travel management, editing and formatting official documents, and clerical and administrative tasks in support of SMPC, TAC and Translations Department activities and special projects and events. These administrative duties include but are not limited to:

- Active negotiation of hotel and meeting room contracts,
- Compiling and posting material to the IFAC website,
- Formatting and distribution of meeting agendas and other documents,
- Electronic and paper file maintenance,
- Coding and processing expense claims and tracking department costs;
• General administrative tasks.

The position requires a person who is confident, proactive and professional, highly organized, exercises initiative, able to work with minimal supervision, has a keen attention to detail and quality and has excellent communication and interpersonal skills. The administrative assistant will provide cross-functional support during periods of heavier activity. This requires the person to be able to work well in a team environment and provide support to other administrative assistants or managers during “down time” or when other IFAC projects require assistance.

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 Technical Managers including travel and calendar management, preparation of expense reports, and maintenance of electronic and paper files.
• Prepare, edit and format documents, presentations and spreadsheets.
• Basic research, data compilation and database maintenance for projects and documents.
• Maintain specified committee information and relay changes to other functional areas, as appropriate.
• Manage meeting arrangements, including researching host country and visa requirements, hotel negotiations, registration of meeting participants, meeting facilities and catering.
• Provide administrative support in preparation for meetings, conferences and other events, including compiling, formatting, posting and distributing materials, receiving, assisting in the preparation of presentations and developing and maintaining files.
• Set up and clearing of meeting facilities within IFAC offices for committee and related meetings.
• Provide backup support for other administrative staff, as required.
• Assist in distribution of documents to member organizations and other stakeholders.
• Participate in special ad-hoc projects as requested such as internet-based research and editing of technical reports and other papers.
IV. QUALIFICATIONS

- At least 2 years of related experience or any equivalent combination of experience and training that provides the required knowledge, skills and abilities.
- Must have advanced knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation software (MS Word, Excel, PowerPoint, Outlook, Access) and Internet browsers.
- Must be able to interact and communicate with individuals at all levels of the organization.
- Excellent verbal, written and organizational skills.
- Work requires continual self-review and attention to detail and quality in composing, typing and proofing materials, establishing priorities and meeting deadlines. Must be able to work in a fast paced environment with demonstrated ability to juggle multiple competing tasks and demands.
- Ability to make decisions, exercise sound judgment and use initiative.
- Effective listening skills.
- Experience of working with overseas clients/customers/employees will be an advantage.

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