JOB DESCRIPTION

**TITLE:** Deputy Director, IESBA

**SUPERVISORS TITLE:** Technical Director, IESBA

**DEPARTMENT:** International Ethics Standards Board for Accountants (IESBA)

**DIRECT REPORTS**
Senior Technical Manager, Technical Managers, Executive Assistants

**FLSA STATUS:** Full-time, Exempt, Salaried

**DATE:** February 2015

I. ABOUT IESBA

The IESBA is an independent standard-setting board that develops and issues, in the public interest, high-quality ethical standards and other pronouncements for professional accountants worldwide. Through its activities, the IESBA develops the Code of Ethics for Professional Accountants (the Code), which establishes ethical requirements for professional accountants.

The IESBA’s Strategy and Work Plan sets the direction and priorities for its activities. The Strategy and Work Plan, 2014-2018 is focused on:

- Maintaining a high-quality Code;
- Promoting and facilitating the adoption and effective implementation of the Code around the world;
- Evolving the Code for continued relevance in a changing global environment; and
- Increasing engagement and cooperation with key stakeholders.

The IESBA follows a rigorous due process in developing its pronouncements. It consults with a wide range of stakeholders including its Consultative Advisory Group (CAG), regulatory and oversight bodies, international organizations and governmental agencies, national standard setters (NSS), investors, preparers, those charged with governance, IFAC member bodies and their members, firms, and the general public. Exposure drafts of proposed standards and consultation papers are posted on the IESBA website for public comment. The staff issues a basis for conclusions with any final standard explaining how the board has responded to the significant comments received from stakeholders.

The IESBA is dedicated to operating as transparently as possible. IESBA meetings are open to the public. Meeting agendas, agenda papers, and meeting highlights and audio recordings are posted on its website.

The Public Interest Oversight Board (PIOB) oversees the work of the IESBA and its CAG to ensure that the IESBA’s standard-setting activities follow due process and are responsive to the public interest. The structures and processes that support the operations of the IESBA are facilitated by the International Federation of Accountants (IFAC).

II. ABOUT IFAC

IFAC is the global organization for the accountancy profession dedicated to serving the public interest by strengthening the profession and contributing to the development of strong international economies. It is comprised of 175 members and associates in 130 countries and jurisdictions, representing approximately 2.5 million accountants in public practice, education, government service, industry, and commerce.
III. POSITION SUMMARY

The Deputy Director, IESBA reports directly to the Technical Director, IESBA. The incumbent is expected to be an active and hands-on participant in all aspects of the work of the IESBA, including strategic planning, standards development, and management of the IESBA staff team. The Deputy Director works closely with the IESBA Technical Director, IESBA Chairman, IESBA Deputy Chairman, and the Managing Director, Professional Standards, to plan and guide the work of the board and its task forces. The Deputy Director acts as a spokesperson for the IESBA and is responsible for the development of positive relationships with external stakeholders.

IV. DUTIES & RESPONSIBILITIES

The Deputy Director supervises and coordinates the work of the IESBA and, as appropriate, associated task forces and ad hoc groups. Such supervision encompasses directing, reviewing and enhancing the quality of the work of the IESBA technical staff, as well as any work done for the IESBA by IFAC or others. The Deputy Director may also take direct responsibility for selected projects, as appropriate and as directed by the IESBA Technical Director or the Managing Director.

Responsibilities include, but are not limited to:

Standard-Setting Process

Standard Development

- Supervise the work of the IESBA Senior Technical Manager and Technical Managers. This includes monitoring and, as appropriate, making necessary improvements to the quality and timeliness of the work and its relevance to the IESBA's objectives.
- Develop and revise draft standards and guidance for discussion with task forces and the IESBA, and oversee final publication and release.
- In consultation with the IESBA Chairman, Managing Director and Technical Director, respond to technical or process issues raised by the IESBA CAG and PIOB.
- Monitor the strategy of individual task forces as well as the progress and quality of deliverables, and adherence to due process.
- In consultation with IESBA Planning Committee and Technical Director, monitor and revise IESBA project timetables.
- Review IESBA agenda material submissions for quality in terms of issues addressed, analysis, synthesis and presentation, and provide feedback to the responsible Senior Technical Manager and Technical Managers.
- Support and advise Technical Managers on technical, process or administrative issues and, as necessary, consult with the Technical Director.
- Support the Technical Director in identifying and responding to new developments and emerging issues, related strategies, and technical, process or administrative matters.
• Direct or undertake research for new projects and initiatives, including liaison with regulatory and audit oversight organizations, NSS, the profession and other stakeholders around the world.

• Maintain IESBA communication activities and website content, and identify enhancements as appropriate.

**Standard Implementation**

• Respond to queries regarding implementation of the Code or specific aspects of the Code.

• Support the IESBA Chairman, Managing Director and Technical Director in outreach activities.

**Meetings**

• Oversee the planning and preparation of agendas and papers for IESBA meetings, IESBA Planning Committee meetings, relevant IESBA CAG sessions, and meetings with NSS and others.

• Plan task force meetings with the support of the task force chairs.

• Prepare meeting agendas and papers and oversee their distribution to IESBA, IESBA CAG and NSS.

• Attend and participate in IESBA, IESBA CAG, NSS and relevant task force meetings; review minutes.

**IESBA or Special Projects**

• Undertake direct responsibility for selected projects, as appropriate and as directed by the IESBA Technical Director or the Managing Director.

**External Relations**

• Maintain positive relationships with existing stakeholders (e.g., IESBA CAG, NSS, regulatory community, investors, firms, IFAC member bodies, etc.), including identifying and developing relationships with new stakeholders.

• Identify and support opportunities to raise awareness of IESBA pronouncements and activities to stakeholder groups and the public at large.

• Represent the IESBA at conferences and meetings.

• Draft articles/speeches for the IESBA Chairman/Managing Director/Technical Director as appropriate.

• Develop and review press releases and other external communications.

• In consultation with the IESBA Technical Director and IESBA Chairman, oversee the preparation and publication of the IESBA Annual Report, and prepare periodic reports to the PIOB and others on the activities and output of the IESBA.

**Organizational Management**

• In consultation with the Technical Director, prepare submission of the annual budget for the IESBA and quarterly re-forecasts to IFAC, and monitor variances from budget.
Monitor and manage task force travel and related meeting costs.

Establish and communicate quarterly and year-end accruals for IESBA activities to IFAC Finance department, and review expense claims.

Monitor workloads and priorities of the IESBA Senior Technical Manager and Technical Managers and Executive Assistants.

Participate in the IFAC Performance Management program, by coaching and mentoring the IESBA Senior Technical Manager, Technical Managers and Executive Assistants, and establishing benchmark performance goals.

V. QUALIFICATIONS
The position requires a senior level individual with significant technical experience, holding at least a bachelor’s degree or equivalent in accounting or other relevant field, e.g., law. Previous standard setting experience is an asset. The Deputy Director, IESBA should have good knowledge and practice experience in a range of professional issues, with special emphasis on ethics. Additionally, as a representative of the IESBA, the Deputy Director must be articulate, confident and able to exercise sound political judgment in interactions with the press, international and national regulators, and members of the profession. The position demands a fluent command of both written and spoken English, with knowledge of other languages desirable.

The Deputy Director must be a hands-on self-starter, able to act on his/her own initiative, with the managerial and interpersonal skills to lead the work of the technical staff. He/she should have excellent skills in negotiation and diplomacy to achieve consensus from a wide range of viewpoints, and with diverse cultures.

The demands of the role require international travel about 15-20% of the year.

The ideal candidate will be a self-starter, able to work without supervision, confident in dealing with IESBA members and stakeholders on complex or sensitive matters, and able to respond quickly and effectively to issues.

VI. OTHER INFORMATION AND HOW TO APPLY
The position will be located in the IFAC head office in New York. As necessary, IFAC will handle visa requirements and cover relocation costs for the successful applicant to New York. Compensation will be competitive, commensurate with qualifications and experience.

IFAC is an equal opportunity/affirmative action employer. Please visit: http://www.ifac.org/about-ifac/working-ifac.

Interested candidates should submit a resume (CV) and cover letter to jobs@ifac.org.