JOB DESCRIPTION

TITLE: Senior Technical Manager, IESBA

SUPERVISORS TITLE: Technical Director, IESBA

DEPARTMENT: IESBA

DIRECT REPORTS: Executive and Administrative Assistants

FLSA STATUS: Full-time, Exempt, Salaried

DATE: February 2015

I. ABOUT THE IESBA

The International Ethics Standards Board for Accountants (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, which establishes ethical requirements for professional accountants.

The IESBA is subject to oversight by the Public Interest Oversight Board (PIOB). 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 179 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 Senior Technical Manager – IESBA works in support of the International Ethics Standards Board for Accountants (IESBA), which comprises an independent Chair and 17 volunteer members from around the world. The Senior Technical Manager reports to the Technical Director, IESBA (Technical Director). In consultation with the Managing Director, Professional Standards (Managing Director), and the Technical Director, the Senior Technical Manager supports the successful implementation of the IESBA Strategy and Work Plan. The Senior Technical Manager is responsible for work on complex technical projects, and is expected to manage multiple projects and work streams concurrently. In addition, the Senior Technical Manager may have responsibility for review of the work of the Technical Managers and oversight of the administrative assistants.

The Senior Technical Manager is a key member of the IFAC staff and is expected to understand, support, and promote the objectives of the IESBA and IFAC. The Senior Technical Manager is expected to be sufficiently adaptable and experienced as to allow reassignment to other tasks should the needs of the organization require it.
IV. ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsibilities include but are not limited to:

**Standard-Setting Process**

*Standard Development*

- Prioritize and establish requirements for project proposals and other material for the IESBA’s consideration.
- Plan, coordinate, and support IESBA project task forces, including development of high quality agenda papers for relevant projects, and discuss project progress against objectives and timetable with the Technical Director.
- Conduct project research, including liaison with stakeholders such as regulators, national and international standard setters, and IFAC member bodies around the world, as appropriate.
- Draft standards and guidance (exposure drafts and final versions), or discussion or consultation papers, in consultation with relevant task forces, working groups and the IESBA, and oversee publication and release.
- Assist the IESBA Chair, the Technical Director and the Managing Director in responding to new developments and emerging issues, and to inquiries regarding technical, process or administrative issues.
- In consultation with the Technical Director, plan and manage the IESBA’s forward project timetable and scheduling of related IESBA activities.
- Support the Technical Director in ensuring compliance with due process requirements.

*Implementation of Standards*

- Respond to, or assist the Technical Director or the Managing Director in responding to, queries regarding implementation of standards and guidance.
- Support the IESBA Chair and Technical Director in outreach activities through the development of presentations on IESBA activities, including review of drafts developed by Technical Managers, and, as requested, carrying out specific outreach activities or presentations to stakeholder groups.

*Meetings*

- Prepare agendas and papers for meetings of the IESBA, IESBA Consultative Advisory Group (CAG) and IESBA-National Standard Setters (NSS) liaison group for relevant projects and oversee their distribution.
- Plan and undertake the arrangement of, and agenda planning for, the above meetings and meetings of other relevant committees/groups (e.g., IESBA Planning Committee).
- Review agenda material submissions for quality in terms of clarity of communication and technical content, as well as lexicon, completeness, style and format, including submissions of Technical Managers.
- Participate in relevant IESBA, IESBA CAG, IESBA-NSS and task force meetings; record decisions or minutes.
External Relations

- In coordination with the Technical Director, serve as a key contact for one or more of the IESBA’s liaison activities with key stakeholder groups, managing significant aspects of the relationship, including meetings and correspondence.
- Identify and support opportunities to raise awareness of IESBA pronouncements and activities to stakeholder groups and the general public, including drafting of press releases and other IESBA communications, and monitoring the maintenance of the IESBA website.
- Draft articles and develop presentations, and engage in outreach activities, as appropriate.
- Prepare or support the development of the IESBA annual report and periodic reports to the PIOB and IFAC boards and committees on the activities of the IESBA.

Organizational Management

- Monitor and manage task force travel costs, and input to the budgeting process, including variance analysis and forecasting.
- Participate in the IFAC performance management program, by coaching and mentoring the Technical Managers and administrative assistants as appropriate, and assisting the Technical Director in establishing benchmark performance goals.

V. QUALIFICATIONS/REQUIREMENTS

- Bachelor’s degree or equivalent in accounting or other relevant field, e.g., law;
- An excellent knowledge of issues relating to ethics and independence – experience in the standard-setting process is a plus, as is an understanding of the special considerations relating to public interest entities, small- and medium-sized entities (SMEs), small and medium practices (SMPs), or public sector entities;
- Excellent communication skills both oral and written. Fluency in written and spoken English is essential – knowledge of another language is desirable;
- Excellent technical, organizational and project management skills; and
- Strong computer literacy.

VI. PERSONAL ATTRIBUTES

The ideal candidate will possess the following attributes:

- Ability to liaise with senior members of the accounting profession and other stakeholder groups;
- Ability to work with many cultures;
- Strong writing skills, with ability to articulate clear, balanced and well-reasoned arguments, with a keen attention to detail;
- Ability to anticipate and identify potential issues for consideration and raise them in a clear and concise manner along with recommendations for potential solutions;
- Strong project management and organizational skills, with ability to work under tight deadlines and manage multiple work streams concurrently; and
- Strong interpersonal and collaboration skills, with flexibility especially important.

The successful applicant will be a self-starter, able to work without supervision, confident in dealing with others on complex or sensitive matters, and able to respond quickly to issues. He/she will be willing to travel internationally – about 10-15 days per year.
It is anticipated that the successful applicant will currently be, or have had experience, at the senior manager level or higher in:

- Professional practice;
- A professional accountancy organization;
- A relevant standard setter; or
- The office of a public sector auditor.

VII. 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.