



## International Federation of Accountants

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### JOB DESCRIPTION

<i>Title:</i>	Technical Manager – Member Body Development
<i>Supervisor's Title:</i>	Senior Technical Manager, Member Body Development
<i>Department:</i>	Member Body Development
<i>FLSA Status:</i>	Exempt, Full-Time, Salaried
<i>Direct Reports:</i>	Administrative Assistant
<i>Date:</i>	May 2010

#### I. About IFAC

The International Federation of Accountants (IFAC) is the global organization for the accountancy profession. It works with its 159 member bodies in 124 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 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

The Technical Manager – Member Body Development works in support of the Member Body Development activities and reports to the Senior Technical Manager, Member Body Development.

The Member Body Development team supports the IFAC Member Body Compliance Program and the Developing Nations Committee.

The Technical Manager is a key member of the IFAC staff and is expected to understand, support, and promote the objectives of IFAC and the specific objectives and work programs for the Member Body Development area. The Technical Manager is expected to be sufficiently adaptable and experienced such that responsibility for other tasks within IFAC can be assumed, should the needs of the organization require it.

#### III. Essential Duties & Responsibilities

The Technical Manager's responsibilities will vary according to Member Body Development activity priorities. Key responsibilities and priorities are determined on a periodic basis with each individual Technical Manager.

The Technical Manager – Member Body Development is expected to carry out the general responsibilities described below for an assigned portfolio of countries:

- Provide support, encouragement and assistance, directly or indirectly, to member bodies in order to help meet their action plan objectives;
- Liaise with country level stakeholders in order to assist member bodies as they work on developing the accountancy profession;
- Facilitate member body development of action plans to address SMO requirements and provision of assistance between members and external organizations;
- Prepare membership application assessments by reviewing application materials, conducting interviews with applicants and other relevant stakeholders, and preparing draft assessments;
- Liaise with other IFAC technical managers and staff in response to queries about member bodies or member body development activities;
- Act as an internal IFAC resource countries including preparation of Executive Country Briefings for internal IFAC use; and
- Assist the Chief Executive Officer, Directors and staff to develop and maintain positive relations with IFAC members, associates, affiliates, regional organizations, accountancy groupings and potential members.

Additionally, the Technical Manager – Member Body Development may be requested to support or contribute to specific projects related to Compliance Program and Developing Nations Projects, including but not limited to:

- Development and maintenance of Statements of Membership Obligations (SMOs) and compliance assessment tools;
- Co-ordinate meetings with committees, key regional groups and other parties involved with member body development activities; and
- Analysis of status of adoption of IFAC standards.

#### **IV. Qualifications**

- A professionally recognized bachelor's degree or equivalent qualification;
- Knowledge of the accountancy profession and an interest in developing the profession;
- Experience, at the supervisor or manager level in professional practice, a professional accountancy body, development agency or the office of a public sector auditor;
- An appropriate knowledge of the role of professional accountancy organizations including IFAC members;

- An appropriate knowledge of International Standards on Auditing, IFAC Code of Ethics, IFAC Education Standards and International Public Sector Accounting Standards;
- A good conceptual understanding of national quality assurance and investigation and disciplinary schemes for the accounting profession;
- Excellent communication skills, both oral and written. Fluency in written and spoken English is critical - knowledge of another language is very desirable;
- Excellent teamwork skills; and
- Strong computer literacy.

## V. **Personal Attributes**

The ideal candidate will possess the following attributes:

- Ability to liaise with senior members of the accountancy profession and key stakeholders of the profession;
- Ability to work with many cultures;
- Ability to work jointly with other technical managers;
- Ability to prepare well-reasoned and concise research and meeting papers;
- Ability to manage multiple priorities and work to internally and externally imposed deadlines;
- Ability to oversee and manage administrative staff;
- Commitment to quality processes and products;
- Relate to other people beyond giving and receiving instructions;
- Perform work activities requiring negotiating, instructing, supervising, persuading or speaking with others;
- Respond appropriately to criticism from a supervisor;
- Strong organizational skills; and
- Strong interpersonal skills, with flexibility especially important.

The ideal candidate will be a self-starter, able to work without supervision and to respond quickly and effectively to issues.

The Technical Manager – Member Body Development will be located in the IFAC head office in New York.

The Technical Manager – Member Body Development will be required to comply with the policies and procedures set out in the IFAC Employee Handbook and other policies and procedures as issued by IFAC from time to time.

IFAC is an equal opportunity employer.

Please send resume, cover letter, and salary requirements to [jobs@ifac.org](mailto:jobs@ifac.org)