JOB DESCRIPTION

| TITLE: | Deputy Director, IAASB |
| SUPERVISORS TITLE: | Technical Director, IAASB |
| DEPARTMENT: | International Auditing and Assurance Standards Board (IAASB) |
| DIRECT REPORTS | Sr. Technical Managers, Technical Managers, Executive and Administrative Assistants |
| FLSA STATUS: | Full-time, Exempt, Salaried |
| DATE: | June 2014 |

I. ABOUT IAASB

The International Auditing and Assurance Standards Board (IAASB) is an independent standard-setting body that serves the public interest by setting high-quality international standards for auditing, quality control, review, other assurance, and related services, and by facilitating the convergence of international and national standards. In doing so, the IAASB enhances the quality and uniformity of practice throughout the world and strengthens public confidence in the global auditing and assurance profession.

The IAASB’s Strategy and Work Program sets the direction and priorities for its activities. The IAASB’s 2012-2014 Strategy and Work Program is focused on:

- Supporting global financial stability;
- Enhancing the role, relevance and quality of assurance and related services in an evolving world; and
- Facilitating adoption and implementation of the standards.

The IAASB in the process of finalizing its Strategy for 2015–2019 and its Work Program for 2015–2016. The IAASB follows a rigorous due process in developing its pronouncements. Input is obtained from a wide range of stakeholders including the IAASB's Consultative Advisory Group (CAG), national auditing standard setters (NSS), IFAC member bodies and their members, regulatory and oversight bodies, firms, governmental agencies, investors, preparers, and the general public. Exposure drafts of proposed standards are posted on the IAASB website and comments are invited; final standards are accompanied by a basis of conclusions with respect to comments received. The Public Interest Oversight Board (PIOB) oversees the work of the IAASB and its CAG to ensure that the activities of the IAASB follow due process and are responsive to the public interest.

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The IAASB is dedicated to operating as transparently as possible. IAASB meetings are open to the public and meeting agendas, agenda papers, and meeting highlights and audio recordings are posted on the website. The structures and processes that support the operations of the IAASB are facilitated by IFAC.

II. POSITION SUMMARY

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

III. DUTIES & RESPONSIBILITIES

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

Responsibilities include, but are not limited to:

**Standard Setting Process**

*Standard Development*

- Supervise the work of the IAASB Senior Technical Managers and Technical Managers. This includes monitoring, and as appropriate making necessary improvements to, quality, timeliness and the relevancy of the work to the IAASB’s objectives.

- Edit/revise proposed standards and guidance (exposure drafts and final versions) and oversee publication and release.

- In consultation with the IAASB Chairman and Technical Director, respond to technical or process issues raised by the IAASB CAG and PIOB.

- Monitor the strategy, progress and quality of deliverables of individual task forces and adherence to due process.

- In consultation with IAA SB Steering Committee and Technical Director, monitor and revise IAA SB project timetables.

- Review IAA SB agenda material submissions for quality in terms of issues addressed, lexicon, completeness, style and format and provide feedback to the responsible Senior Technical Managers 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 standard-setters/IFAC member bodies and other stakeholders around the world.

• Maintain and identify enhancements to IAASB communication activities and website content.

Standard Implementation
• Respond to queries regarding implementation of standards and guidance.

• Support the IAASB Chairman and Technical Director in outreach activities.

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

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

• Prepare meeting agendas and papers and oversee their distribution to the IAASB.

• Attend and participate in IAASB and relevant task force meetings; review minutes.

IAASB or Special Projects
• Undertake direct responsibility for selected projects, as appropriate and as directed by the IAASB Technical Director.

External Relations
• Build/maintain relationships with existing stakeholder groups (e.g., IAASB CAG, NSS, regulatory stakeholders, investor and firm representatives, etc.), and identify potential new stakeholder groups.

• Assist IAASB and IFAC in liaison responsibilities with outside organizations and member bodies.

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

• Represent IAASB at conferences and meetings, and IFAC as directed and approved by the Chief Executive.

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

• Develop and review press releases and other external communications.

• In consultation with the IAASB Technical Director and IAASB Chairman, oversee the delivery of the IAASB Annual Report and prepare periodic reports on the activities and output of the IAASB.
Organizational Management

- In consultation with the Technical Director, prepare submission of the annual budget for the IAASB and quarterly re-forecasts.
- Monitor and manage task force travel costs.
- Establish and communicate quarterly and year-end accruals for IAASB activities to IFAC Finance department, and review expense claims.
- Review and monitor work loads and priorities of IAASB Senior Technical Managers, Technical Managers and Administrative Assistants.
- Participate in the IFAC Performance Management program, by coaching and mentoring IAASB Senior Technical Managers, Technical Managers and Administrative Assistants and establishing benchmark performance goals.

IV. QUALIFICATIONS

The position requires a senior level qualified accountant with significant technical experience. Previous standard setter experience is an asset. The Deputy Director, IAASB should have good knowledge and practice experience in a range of professional issues, with special emphasis on auditing and assurance. Additionally, as a representative of the IAASB, the Deputy Director must be articulate, confident and exercise sound political judgment in interactions with the press, members of the profession, and international regulators. 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 25% of the year.

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

The position will be located in the New York office of IFAC.

Interested candidates should submit a resume (CV) and cover letter to jobs@ifac.org, along with salary requirements. The position is to be filled on an immediate basis.

IFAC is an equal opportunity/affirmative action employer.

Please visit: http://www.ifac.org/about-ifac/working-ifac