I. ABOUT IFAC

The International Federation of Accountants (IFAC) is the global organization for the accountancy profession. It works with its 167 member bodies in 127 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. 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 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, 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.

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.

III. POSITION SUMMARY

This position’s primary role is to provide administrative support to the International Auditing and Assurance Standards Board (IAASB) and its related task forces and groups\(^2\) (collectively referred to as “IAASB” in this job description).

The position has responsibility for planning and organizing IAASB meetings\(^3\) and includes formatting, compiling and posting material to the IAASB website and related file maintenance. Fulfilling these responsibilities involves managing and coordinating efforts with the IAASB Administrative Assistant and other IFAC personnel.

The position also provides administrative support to the Technical Director, Deputy Director and Managers of the IAASB, including calendar management, travel management, clerical support, and special projects as requested.

The position requires a person who is ‘hands-on’, highly organized, able to work with little direct supervision, and has excellent communication, teamwork and interpersonal skills.

IV. 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 IAASB, including:
  - Planning meetings and conference calls, including the logistical arrangements for multiple domestic and international meetings and conference calls
  - In-process meeting support, including responding to administrative or other needs of Board members and staff
  - Formatting, compiling, posting to the IAASB website, and distributing material for IAASB meetings
  - Tracking IAASB task force meetings, and receiving and tracking IAASB members’ expense claims for attending task force meetings
  - Receiving, tracking, organizing and compiling comments received on IAASB exposure drafts
  - Assist in the preparation and tracking of presentations
  - Assist in the tracking and monitoring of expenditures against budgets related to IAASB, and report on variances
  - Maintaining calendar of IAASB activities for quarterly reporting
  - Manage the IAASB audio recordings.

\(^2\) Including the IAASB Consultative Advisory Group and National Auditing Standard Setters Group.

\(^3\) Including telephone conferences.
- Provide administrative support to Technical Director, Deputy Director and Managers of the IAASB, including:
  - Calendar and travel management
  - Maintaining quarterly accruals
  - Formatting of technical documents and correspondence, including meeting agendas and presentations
  - Composing correspondence as needed, and distribution of documents
  - Paper and electronic file maintenance
  - Preparing and coding of credit card statements and expense reports for Technical Director, Deputy Director and Technical Managers
  - Perform special projects as directed by the Technical Director, IAASB.
- Provide administrative support to the chairmen of the IAASB the IAASB Consultative Advisory Group.
- Liaise with the Technical Director, Deputy Director and Managers of the IAASB and the Communications staff of IFAC to maintain IAASB related information on the IFAC website.
- Set-up and take-down of meeting facilities within IFAC offices for IAASB related meetings.
- Assist other IFAC staff for their meetings when necessary.
- Maintain specified IAASB databases and distribution lists.
- Provide back-up administrative support for the IFAC Council, Board and other Boards and Committees.

V. QUALIFICATIONS

Experience and Training:
- Bachelor’s degree and a minimum of 4 years of related experience preferred or a combination of experience and education that enables performance of all aspects of the position.

Skills:
- Proficiency in MS Office Suite (Word, Excel, Outlook and PowerPoint) and Internet Explorer.
- Excellent project management, organizational and teamwork skills.
- Attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
- Excellent written and verbal communication skills.
- Excellent negotiation skills.
- Foreign language skills a plus.

Ability to:
- Make decisions and exercise sound judgement.
• Communicate effectively
• Identify opportunities, and work with little direct supervision and in team settings.
• Travel internationally for Board and other meetings on occasion.

The position will be located in the New York office of IFAC. Interested candidates should submit a resume (CV) and cover letter to:
Human Resources, International Federation of Accountants
529 Fifth Avenue, 6th Floor
New York, NY 10017-3610, USA
jobs@ifac.org

IFAC is an equal opportunity/affirmative action employer. Please send resume and salary requirements to jobs@ifac.org. For all open positions, see http://www.ifac.org/about-ifac/working-ifac.