I. ABOUT IFAC

The International Federation of Accountants (IFAC) is the global organization for the accountancy profession. It works with its 179 members and associates in 130 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 Analyst, Member Body Development, works in support of the Member Body Development activities and reports to the Senior Technical Managers, Member Body Development. The Member Body Development team is responsible for the IFAC Member Compliance Program (Compliance Program), reporting to the Chief Executive, and is overseen by the Compliance Advisory Panel (CAP). The Compliance Program requires IFAC members and associates to demonstrate how they are addressing their membership obligations including the requirements set out in the IFAC Statements of Membership Obligations (SMOs).

The Analyst, Member Body Development also supports the PAO Development Committee’s activities in promoting the role of professional accountancy organizations.

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

The Analyst, Member Body Development is expected to carry out the general responsibilities described below:

- Provide support, encouragement and assistance, directly or indirectly, to member bodies in order to help meet their IFAC membership obligations including SMO action plan objectives;
• Prepare analysis and draft reports on the status of adoption of international standards published by IFAC;
• Facilitate IFAC member members and associates to develop SMO action plans and provide assistance between members and external organizations;
• Prepare dashboard reports summarizing jurisdiction regulatory context, roles of the PAOs, and the assessment of adoption status of international standards and best practices.
• Assess membership applications by reviewing application materials, conducting interviews with applicants, sponsors and other relevant stakeholders, and preparing draft recommendations;
• Prepare meeting agendas, minutes and other papers for the CAP and assist with agenda papers for other IFAC board and committee meetings;
• Liaise with IFAC technical managers and staff and independent standard-setting board technical managers in response to queries about members and associates or Member Body Development activities;
• Act as an internal resource for IFAC region and country briefings including preparation of Executive Country Briefings and dashboard reports 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 Analyst, Member Body Development may be requested to support or contribute to specific projects related to Compliance Program, including a specific portfolio of IFAC members and associates, the PAO Development Committee Projects, or other IFAC groups, including but not limited to:

• Development of SMO assessment tools and revision of the SMOs; and
• Coordinate meetings with committees, key regional groups, development agencies and other parties involved with Member Body Development activities.

IV. QUALIFICATIONS

• A professionally recognized bachelor’s degree or equivalent qualification;
• Three or more years of professional experience especially in relation to the accountancy profession;
• An appropriate knowledge of the professional accountancy organizations including their regulation and applicable standards;
• An appropriate knowledge of International Standards on Auditing, IESBA Code of Ethics, International Education Standards and International Public Sector Accounting Standards;
• A good conceptual understanding of national quality assurance and investigation and disciplinary mechanisms for the accountancy 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;
• Ability to operate in a changing environment;
• Strong project management skills; and
• Strong computer literacy.
V. PERSONAL ATTRIBUTES

The ideal candidate will possess the following attributes:

- Commitment to quality processes and products;
- 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 a team of technical managers;
- Ability to draft well-reasoned and concise research and meeting papers;
- Ability to apply professional judgment and identify potential solutions to complex issues;
- Ability to work in an environment with fast changing priorities and pressures, as well as, good tolerance for occasional ambiguity;
- Ability to manage multiple priorities and work to internally and externally imposed deadlines;
- Ability to develop strong, trusting relationships in order to gain support and achieve results;
- Respond appropriately to criticism from a supervisor;
- Ability to oversee and manage administrative staff;
- 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 Analyst, Member Body Development will be located in the IFAC head office in New York.

The Analyst, 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.

The demands of the role may require certain amount international travel.

IFAC is an equal opportunity employer.