

IFRS Foundation - Job Description

Job title:	Systems and Data Analyst
Reports to:	Head of Publishing
Works with:	Technical (authoring), Editorial and IT teams
Job purpose:	The Systems and Data Analyst will work as part of the IFRS Foundation's Production team and will be responsible for managing the typesetting of IFRS content in DITA XML. The aim of this activity is to guarantee effective content management and publishing across the Foundation utilising existing systems and processes, which ultimately allows for the accurate and timely publication of its Standards.

The organisation

The IFRS Foundation is a not-for-profit organisation established to develop—in the public interest—high-quality, understandable, enforceable and globally accepted standards for general purpose financial reporting and to promote and facilitate their adoption.

The standards—IFRS[®] Accounting Standards and IFRS[®] Sustainability Disclosure Standards—are set by the Foundation's standard-setting bodies, the International Accounting Standards Board (IASB) and the newly formed International Sustainability Standards Board (ISSB). IFRS Accounting Standards are required in more than 140 jurisdictions.

The two boards are overseen by the IFRS Foundation Trustees, who in turn are accountable to a Monitoring Board of public authorities.

In November 2021, the Trustees announced the creation of the ISSB and the consolidation of the Climate Disclosure Standards Board (CDSB) and the Value Reporting Foundation (VRF) into the Foundation. The addition of the new board will take the Foundation from a 'one board/two locations' organisation to a 'two boards/several locations' organisation (with offices across multiple time zones) and significantly increase the content publishing output meaning another experienced Systems and Data Analyst will be required.

The team

There are currently 6 members of the Production team (Head of Publishing, XML Publishing Specialist, Systems and Data Analyst, Production Designer and Assistant Systems and Data Analyst x2). The team is responsible for producing, maintaining, and managing IFRS Foundation content in DITA XML through to our content management system, Adobe Experience Manager (AEM). This position works closely with technical authoring staff who draft the content in MS Word and the in-house editorial team before it is handed over to Production. Content includes IFRS[®] Accounting Standards and the new IFRS[®] Sustainability Disclosure Standards as well as associated due process material.

Given the recent formation of the ISSB, the Production team will soon see a considerable increase in the number of documents requiring their much-respected services. It will also be important for the team to maintain the highest quality level of business-as-usual activities, while continuously improving content processes and driving digital product development, all of which has prompted the need for an experienced Systems and Data Analyst to join the team.

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Principal Accountabilities:

Content management

- Produce and maintain IFRS Foundation's content in XML and all other media formats.
- Specific tasks within XML include the building and editing of maps, paragraph files, tables, and lists independently with no need for supervision.
- Undertake initial assessment of draft content to determine production requirements.
- Liaise with Technical and Editorial teams to ensure all content is delivered within the allocated timescales.
- Execute the publication of new or updated content created by Technical Staff.
- Understand and complete the consolidation of changes to the IFRS and SASB Standards stemming from the Foundation's standard setting activities.
- Complete bound volume publishing including:
 - Updating and organising relevant content;
 - Communication with relevant technical staff;
 - Coordination of content with other Production team members; and
 - Understanding all forms of output.
- Quality check outputs in all formats ensuring that all content is:
 - Consistent;
 - Error free; and
 - Timely.
- Independently follow content management workflows for multiple projects as sometimes projects run concurrently.
- Understand how to content management system troubleshoot and problem solve.
- Support the coaching and training of team members as well as other Foundation staff in content management, standards consolidation and publishing best-practice.
- Suggest and implement improvements to the current use of Production-related systems, oXygen and AEM.

Business analysis and customer value creation

- Analyse content, its structure and how it interacts with IFRS Foundation technology/products.
- Identify problems and formulate solutions leading to content and output improvements.
- Continuously improve operational efficiency and enhance customer value of existing products.
- Support the creation of relevant documentation to aid current and future team members.
- Contribute to the development of new digital and print products, influencing and executing content and operations strategy and improving the customer value offered by the Foundation.
- Plan for and oversee the implementation of any new technology and systems connected to or interacting with content management operations.

Customer service

- Support Technical Staff in all aspects of their work of developing Standards.
- Support the IFRS Foundation's operational staff in all aspects of their work of disseminating Standards globally; and
- Offer an outstanding customer service experience to all the IFRS Foundation's end users – professionals who use and apply the Standards.

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Skills and Experience

Essential

- Degree level qualification or equivalent.
- Extensive experience of creating and editing content in SGML/XML (i.e., DITA XML).
- Extensive experience of using Content Management Systems, including Adobe Experience Manager.
- Advanced knowledge of the Adobe Suite, MS Word, and Oxygen (editing capabilities, search, and comparison tools).
- Experience of managing multiple projects to high quality and schedule.
- High level of attention to detail.
- Ability to work under pressure to deadlines without this impacting accuracy or quality.
- Ability to communicate clearly with technical authors and team members.
- Flexible, proactive approach to delivering each job in an efficient and timely way.
- Ability to work in logical and systematic way.
- Ability to motivate different stakeholders to work towards a common goal.
- Ability to influence and inform Operational Leadership and Technical Leadership teams.

Desirable

- Experience of working on accountancy, legal content, or industry standards.
- Experience of XQuery and XML transformations.
- Experience of working with third party suppliers (such as developers, typesetters, and data capture houses).
- Experience of working with colleagues in other time zones an advantage.