

# Job description – Editor

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Reports to: Senior editor  
Based: London  
Job Purpose: To deliver effective editing services and writing advice to the International Accounting Standards Board and IFRS Foundation across the complete range of publications and communications.

## Background

It is important that publications of the Board and the Foundation are of the highest quality, because IFRS Standards issued by the Board are adopted into law internationally and are translated into many languages. Editors help ensure that the Board's publications meet this high standard. They also assist the Foundation's senior management in polishing international agreements and Foundation governance documents—and help the communications team maintain the quality and consistency of speeches, web pages, press releases and webinar scripts.

Editing and coaching people on their writing, therefore, directly support the clarity, consistency, translation and application of IFRS Standards.

## Principal accountabilities

You will:

### 1. Help maintain the professionalism of the Foundation's editing team by:

- editing due-process documents;
- editing fast-turnaround updates;
- demonstrating judgement in assessing the depth of editing required for each document;
- responding quickly to queries and assignments;
- managing document flow;
- maintaining consistency with other editors; and
- meeting—or beating—deadlines without sacrificing thoroughness.

### 2. Help improve the international staff members' drafting ability by:

- coaching on document structure;
- promoting the use of the *IFRS Foundation Style Guide*; and
- preparing and delivering courses on writing;
- coaching on writing as early in drafting as possible;
- negotiating and encouraging conversations about writing and editing;
- preparing writing tips for weekly dissemination.

### 3. Work with the senior editor to:

- create and maintain the internal style guide;
- create and maintain templates;

- use editorial project-tracking software and organisation-wide calendars;

### **Skills & attributes**

- excellent organisation skills, including an ability to work accurately to tight deadlines, with a high level of attention to detail;
- excellent command of written English;
- structured and analytical approach with the ability to communicate succinctly, tactfully and assertively (the ultimate decision on the content of documents remains with the originator);
- ability to negotiate, persuade and influence with tact;
- positive, flexible attitude and ability to remain composed under pressure;
- problem-solving ability, an ability to use skills and initiative to work both autonomously and collaboratively;
- ability to work constructively with a wide range of stakeholders who have exacting needs;
- genuine dedication to supporting others to improve their written English; and
- ability to simplify quasi-legislative material.

### **Qualifications and experience**

#### **Required**

- significant experience in a similar role, ideally working with technical publications of a legislative nature;
- bachelor's or higher degree in law, English or other field with a heavy concentration in writing;
- certified editorial or proofreading training (or extensive technical experience);
- demonstrable experience in developmental editing and rewriting of text to improve clarity and consistency; and
- proficiency in Microsoft Office suite.

#### **Desired**

- experience as a professional writer;
- experience delivering on-the-job training to writers;
- experience editing the work of people who speak English as a second language;
- experience on a daily newspaper or wire-service editorial desk; and
- experience developing a house style.