IFRS Foundation - Job Description

Job title: Assistant Systems & Data Analyst

Job purpose: To produce, maintain and manage IFRS Foundation content. To manage the website and any connected sites. To continuously improve content and processes by leveraging available technology. To support colleagues and Head of Publishing as required.

Reports to: Systems & Data Analyst

Works with: Technical Accountants (authoring), Editorial and IT teams

Principal Accountabilities:

Content management

- Produce and maintain IFRS Foundation's content in XML and all other media formats.
- Contribute to the publication of new content created by IASB Technical Staff.
- Assist in all aspects of bound volume publishing including:
    - Updating and organising relevant content;
    - Communication with relevant technical staff;
    - Collaboration with and support of team members; and
    - Adequate quality assurance of entire content set.
- Quality check output in all formats ensuring that all content is:
    - Consistent;
    - Error free; and
    - Timely.
- Help manage and safeguard content management workflows.
- Assist with content management system trouble-shooting and problem resolution.
- Be responsible for end-to-end delivery of due process documents under the direction of the Systems & Data Analyst.

Website administration, development and customer value creation

- Ensure the efficient, accurate and punctual upload of all content assets to IFRS Foundation websites.
- In collaboration with the IT and Communications teams manage relevant websites, including stylesheet development and enhancement.
- Identify problems and formulate solutions leading to improvements to content and websites.
- Create relevant documentation to aid current and future team members.
- Continuously improve operational efficiency and enhance customer value of existing products.
- Contribute to the development of new digital and print products.

Customer service

- Support IASB 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 of the IFRS Foundation's end users – professionals who use and apply the Standards.

Skills and Experience

Essential

- Degree level qualification or equivalent.
- Experience of editing in XML / HTML.
- Experience of using Content Management Systems and/or website administration.
- High level of attention to detail.
- Ability to work under pressure to deadlines without this impacting accuracy or quality.
- Ability to communicate clearly.
- Flexible, proactive approach to delivering each job in an efficient and timely way.
- Ability to work in logical and systematic way.

Desirable

- Experience of working on accountancy, tax or legal content.
- Experience of working with 3rd party suppliers (such as typesetters, data capture houses).
- Knowledge of the Adobe product suite (including AEM), Word and Oxygen (tagging, table formatting, output calibration, etc.).