IFRS Foundation

Job description – IASB Assistant Technical Staff

Based: London
Duration: Up to two years

Job Purpose: To provide support to technical project teams.

Principal accountabilities:

The role of Assistant Technical Staff varies according to their project assignments however, responsibilities usually include:

- Attend and facilitate meetings with staff, Board Members, advisory groups and other external stakeholders:
  - Co-ordinate attendees;
  - Draft, collate and distribute agendas, papers and other materials;
  - Present issues and participate in discussions;
  - Take minutes and write summaries.
- Assist with the preparation and production of a range of documents and materials for internal and external use: presentations, project reports and Updates, and due process documents (research papers, discussion papers, requests for information, exposure drafts, ballot drafts and standards).
- Update and maintain the relevant project pages on the ifrs.org website.
- Undertake research and analysis on a range of issues, prepare illustrative examples and research summaries, and present them to staff, Board Members and stakeholders.
- Review and analyse comment letters, academic reports and other materials.
- Work with other Assistant Technical Staff to provide a pool of technical administrative support for projects.

Competencies

1. Technical knowledge and thinking abilities:
   - Demonstrates knowledge of some IFRS Standards and the Conceptual Framework.
   - Shows rigour, consistency and attention to detail in work.
   - Identifies, understands and analyses issues.
   - Conducts and summarises research. Summarises meetings. Identifies important points.
   - Generates ideas for solutions.
   - Demonstrates understanding of aspects within the project.
   - Able to explain the problem the project is trying to solve.
   - Understands the standard-setting process, including the roles of various parties.

2. Managing self and relationships:
   - Is enthusiastic, proactive, and motivated, working effectively under pressure, and remains positive even when faced with setbacks.
   - Self-aware. Seeks and learns from feedback. Seeks to grow and continuously improve.
   - Flexible and open to change.
   - Demonstrates the Foundation’s values.
   - Shows professionalism, respect and empathy, relating well to others by showing courtesy.
• Demonstrates awareness of cultural and behavioural differences, adjusting own behaviours accordingly to work with others.
• Demonstrates trustworthiness.
• Focused on team’s contributions over individual contributions.
• Constructively addresses disagreements and conflicts in a timely manner.
• Encourages and supports colleagues. Helps others to remain positive even when faced with setbacks.

3. Planning and delivering work:
• Organises and manages own time and work across competing priorities.
• Respects others’ time (eg, providing adequate time for review, considering which issues to escalate to whom).
• Thinks ahead to identify what is needed to progress the work.
• Sets and adheres to realistic timelines within span of control.
• Takes ownership and responsibility for the quality of the work output, regularly communicating progress and escalating issues appropriately.
• Promptly communicates reasons for changes to plans, as necessary.

4. Effective communications:
• Communicates in a concise, clear and well-structured way, appropriately tailored to the audience.
• Uses innovative design to enhance clarity and visual appeal to best convey the big picture.
• Demonstrates ability to present confidently in meetings.
• Listens actively.