IFRS Foundation

Job description – IASB Technical Staff

Based: London

Job Purpose: To support the delivery of technical accounting projects by conducting research and analysis on technical accounting issues, engaging with stakeholders, developing recommendations and drafting due process documents.

Principal accountabilities

- Develop technical proposals for consideration by the Board and the IFRS Interpretations Committee, and facilitate their decision-making on issues identified by:
  - Undertaking research to support proposals.
  - Initiating and leading discussions with Board / Committee members.
  - Drafting proposals for consideration and presenting them to Board / Committee members.
  - Drafting due process documents.
- Prepare a range of documents for internal and external use.
- Act as a credible and authoritative representative of the Board by consulting with a wide range of external stakeholders from industry and the accounting, investment, regulatory and standard-setting communities, in order to ascertain their views and to share information.
- Provide general project support to senior staff and the Board.
- Contribute to the development of other staff
- Manage committees and working groups.
- Manage technical project administrative matters.

Competencies – minimum levels expected

1. Technical knowledge and thinking abilities:
   - Demonstrates knowledge of IFRS Standards and the Conceptual Framework.
   - Shows rigour, consistency and attention to detail in work.
   - Identifies, understands and analyses issues.
   - Proposes well-reasoned recommendations and draws out implications, including cost/benefit analysis.
   - Displays impartiality, balance and openness in developing, defending and accepting alternative views.
   - Develops feasible solutions.
   - 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.
• Focused on team’s contributions over individual contributions.
• Understand the roles and limitations of collective group responsibility.
• Constructively addresses disagreements and conflicts in a timely manner.
• Shares knowledge and information.

3. Planning and delivering work:
• Delegates work effectively and appropriately.
• 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).
• 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.
• Strives for continuous improvement, within resources, priorities and deadlines.

4. Effective communications:
• Communicates in a concise, clear and well-structured way, appropriately tailored to the audience.
• Presents issues, evidence, analysis and recommendations in a neutral manner. Persuades based on evidence and balanced analysis.
• Drafts and reviews Board papers and due process documents with robust analyses of alternative views, defensible support of recommendation and clear, simple, logical and consistent articulation.
• Uses innovative design to enhance clarity and visual appeal to best convey the big picture.
• Presents effectively to internal and external audiences and manages questions and comments competently.
• Listens actively.
• Understands others’ viewpoints and summarises accurately and completely.