

## **IFRS Foundation**

### **Job description – Office Director, Frankfurt**

Reports to: A member of the Operational Leadership Team

Based: Frankfurt

Job Purpose: To provide leadership in engaging with the German consortium and other EMEA stakeholders; and to be responsible for the strategic planning and operation of the office including all administrative and IT services in close liaison and collaboration with the wider IFRS Foundation.

### **Background**

The IFRS Foundation, the oversight body of the London-based International Accounting Standards Board (IASB) and of the International Sustainability Standards Board (ISSB), is opening an office in Frankfurt to act as the base of the ISSB Chair, to support the establishment of a global footprint for the Foundation, and to promote the work of the ISSB in conjunction with offices in Montreal, San Francisco and Asia.

### **Principal accountabilities**

1. Stakeholder Engagement
  - Understand the key stakeholders with the EMEA region.
  - Represent the ISSB when appropriate in creating and maintaining key stakeholder engagement within the region. To brief the relevant ISSB leadership with stakeholder engagement intel.
  - Organise and support local events in liaison with Comms & External Affairs
2. Connectivity
  - Ensure high levels of connectivity between the Frankfurt office and other IFRS Foundation locations around the world, seeking opportunities for building shared resources, a common culture and unified engagement, consistent with the 'One IFRS Foundation' objective.
3. Consortium Engagement
  - Act as the key contact for all primary engagement with the German consortium supporting the office established in Frankfurt.
  - Ensure the consortium maintain a high level of engagement, and that their voice is clearly heard within the Foundation.
  - Consider the replacement/extension of the MoU in future positioning.
4. Staff engagement
  - Lead and support staff within the office in the relevant aspects of their roles. (Note: the role does not direct technical staff activities).
5. Fund raising
  - Ensure that appropriate funding opportunities within the region are identified, assessed and explored in conjunction with the Finance team and Trustees.
6. ISSB Chair, Vice Chair and Board Members
  - Provide appropriate support as required to local and visiting Board members.

## 7. Office functionality

- Undertake day to day running and management of the office to ensure its functions including financial control and office administration are compliant with relevant local and international law, functions within the Foundation's policies and procedures, and operates in a professional manner in all aspects
- Manage certain office staff / services including IT support, Finance, etc in liaison with relevant Foundation functional Heads
- Ensure facilities management is undertaken to a high standard including overseeing initial fit out to Foundation specifications, ongoing liaison with building owners, building maintenance, cleaning, etc.

## 8. Strategic Positioning

- Evaluate and develop the on-going strategic positioning of the office within the broader sustainability community, in conjunction with the Executive Director.

## **Skills and attributes**

- Strong leadership ability with the gravitas to be credible in engaging with stakeholders
- Strategic thinking and planning ability.
- Organisation, communication and relationship building skills.
- Bilingual in German and English, both spoken and written.
- Able to operate on own initiative, dependable and trustworthy
- Understanding the importance of collaboration and connectivity with the rest of the Foundation.
- Confident with standard IT office equipment and sophisticated telecoms systems.
- Understanding of importance of health, safety and security matters within an office environment.

## **Qualifications and experience**

- Experience of running a business, including facilities management preferred