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:
  - o Undertaking research to support proposals.
  - o Initiating and leading discussions with Board / Committee members.
  - o Drafting proposals for consideration and presenting them to Board / Committee members.
  - o 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.