IFRS Foundation

Job description – IASB Assistant Technical Staff

Based: London

Duration: Up to two years

Job Purpose: Contribute to the IASB's standard-setting work by providing technical administrative support to IASB projects and teams.

Principal accountabilities

Assistant Technical Staff (ATS) members work together to provide a pool of technical administrative support for International Accounting Standards Board (IASB) projects and teams. The specific role of an ATS member varies according to their project assignment and where each project is in the standard-setting process and project life-cycle however, general responsibilities are outlined below.

1. Undertake research and analysis on a range of accounting and IFRS-related issues:
   - Conduct research by consulting relevant IASB staff papers and other project-relevant materials and IFRS/accounting literature and reports.
   - Review and analyse stakeholder comment letters.
   - Prepare illustrative examples and research summaries, and present them to IASB staff, Board Members and stakeholders.

2. Draft IASB documents and materials and contribute to the publication of due process documents:
   - Draft staff papers for monthly IASB public meetings in collaboration with other IASB technical staff, including conducting peer reviews of other staff papers.
   - Contribute to the drafting of due process documents, eg research/discussion papers, requests for information, exposure drafts, IFRIC Interpretations or amendments.
   - Coordinate the drafting and balloting process for due process documents, including tracking and managing IASB Member comments/feedback and document changes.
   - Assist with the preparation and production of other documents and materials for internal and external use, eg project reports and *IASB Updates*.

3. Attend and support meetings with IASB staff, Board Members, advisory groups and other external stakeholders:
   - Draft, collate and distribute agendas, papers, slides and other materials.
   - Present issues and participate in discussions.
   - Take meeting notes/minutes.
   - Write and circulate consultative group meeting summaries for internal use and publish on ifrs.org as required.
   - Support meeting logistics, eg co-ordinate attendees and manage camera operation.

Competencies

1. Technical knowledge and thinking abilities:
   - Demonstrates knowledge of some IFRS Accounting Standards and the Conceptual Framework.
   - Demonstrates interest in understanding—and contributing to—the IASB's standard-setting projects and process.
   - Proficiency in Microsoft Office, particularly Excel, Word and PowerPoint.

- 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.

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.
- Demonstrates ability to present confidently in meetings.
- Listens actively.