

IFRS Foundation

Job description – Adoption Support Manager

Reports to:	Manager Translation, Adoption & Copyright Team
Based:	Canary Wharf, London, 40% office based, 60% work from home.
Job Purpose:	To support the progress of adoption of both IFRS Accounting Standards and IFRS Sustainability Disclosure Standards by working with entities and jurisdictions before, during and post-adoption.

Principal Accountabilities

Support entities that are adopting IFRS Accounting Standards and IFRS Sustainability Disclosure Standards as law:

- Work with entities and jurisdictions who are in the process of adopting IFRS Standards, providing information on IFRS adoption policies and support on translation procedures.
- Ensure appropriate contracts are in place, following up on deliverables and other contractual obligations.
- Negotiate with external parties, explaining adoption and translation policies in clear precise terms.
- Be the central liaison and coordinator between senior management, Trustees, external affairs team and National Standard-setters to obtain their support to work jointly to progress negotiations towards adoption of the Standards.
- Work closely with legal team to put contracts in place.
- Support external parties prior, during and after adoption as a designated relationship manager (maintaining communication and cooperation, answering queries, liaison with technical staff).

Manage the translation process to deliver high-quality translations to time and to budget:

- Support partners that are licensed to produce translations in accordance with IFRS Foundation policy and procedures.
- Communicate with translators and other process participants to ensure sufficient capacity for planned translations and to ensure that resources are well-managed.
- Negotiate quotes and deadlines with translators for production of an annual in-house language product, plan and track the project in accordance with the budget.
- Liaise with Editorial and Technical staff in case of questions regarding the English text.
- Prepare source files and allocate translation and review tasks.
- Manage the review process with volunteer review committees.

Other duties:

- Produce regular and timely status reports for internal and external use.
- Troubleshoot client and supplier issues, providing accurate information to internal and external clients in an appropriate format.
- Liaise with colleagues and provide input for planning, resourcing and cost estimating of in-house translation projects.
- Manage a small portfolio of commercial licences and permissions.
- Manage and leverage relationships with partner organisations and relevant stakeholders.

- Liaise with IFRS technical board members and staff to seek support for the adoption work.
- Contribute to policy work.
- Carry out administrative tasks related to English and translations file management (such as file preparation and distribution), proofreading, maintaining of terminology, reporting of adoption status, preparation of newsletters etc.

Qualifications & Experience

- Work experience in project management, stakeholder management, international relations is essential.
- Demonstrable experience of working with copyright licensing contracts.
- Degree-level qualification in a relevant discipline.
- Fluency in additional languages would be highly desirable.
- Experience of working with high profile stakeholders in a diplomatic and efficient manner.
- Work experience on a global level would be highly desirable.
- Working knowledge of Computer-Assisted Translation tools such as Trados would be desirable
- Medium proficiency with Microsoft Office products.

Skills & Attributes

- Excellent spoken and written communication skills and in particular the ability to write clear and accurate reports in English.
- Strong negotiation skills, with tact and diplomacy.
- Fastidious attention to detail.
- Highly organised and focused, able to multi-task and manage workload to ensure that priorities are met.
- A motivated, confident and customer-focussed team-player who enjoys working with people.
- Ability to form positive working relationships and to work effectively and sensitively with a wide range of stakeholders.
- Ability to work and make decisions autonomously, whilst recognising the importance of process & compliance.