

# Job Description

<b>Job Title</b>	Project Director
<b>Job Level</b>	Level 4
<b>Job Family</b>	
<b>Job Reports To</b>	Technical Director
<b>Job Location</b>	London, with some UK and overseas travel.
<b>Business Unit/Department</b>	<i>United Kingdom Endorsement Board (New)</i>
<b>Date Completed</b>	February 2019
<b>Purpose Statement</b>	<p>To contribute to the achievement of the Endorsement Board's objective of serving the UK public interest in the field of IFRS reporting. This position may be involved in any of the following activities:</p> <ul style="list-style-type: none"> <li>• Influencing the development of IFRS—The Endorsement Board will be involved with all the IASB's projects, consulting with UK stakeholders to obtain their views and highlighting any concerns to the IASB, at every stage of the project, including the development of its agenda and post-implementation reviews.</li> <li>• Endorsement of IFRS—The Endorsement Board decides whether to adopt IFRS for application by UK entities<sup>1</sup>.</li> <li>• Thought-leadership—The Endorsement Board will undertake research to contribute to the development of financial reporting internationally.</li> </ul>
<b>Accountabilities</b>	<p>A Project Director will deliver allocated projects (which can include projects that are part of the IASB's due process, involve the assessment of new or amended IFRS for UK endorsement or research projects). Projects (unless very small) are usually allocated to a small team, which the Project Director is expected to manage.</p> <p>Key accountabilities include (depending on the specific type of project):</p> <ul style="list-style-type: none"> <li>• Developing a project plan with key milestones.</li> <li>• Performing research on the existing material on this topic, including from other standard setters.</li> <li>• Following the IASB's discussions, analysing the IASB's proposals and decisions, identifying major issues and concerns and developing technical arguments to support your analysis.</li> <li>• Gathering evidence and assessing stakeholders' views on the project, using formal and informal means as appropriate through-out the project.</li> <li>• Interacting as appropriate with staff of other standard setters to understand the proposals and share our views.</li> <li>• Identifying possible members of project specific working groups.</li> <li>• Arranging meetings, circulation of papers and taking of notes for project specific working groups.</li> <li>• Preparing and presenting high-quality technical papers for the EB, discussing within project team and Technical Director, and revising as appropriate, within project deadlines.</li> <li>• Developing draft comment letters for public comment.</li> <li>• Preparing a "wrap-around" document which asks UK stakeholders to comment on the IASB's proposals from a UK perspective, for publication at the same time the IASB publishes its due process document.</li> <li>• Preparing impact assessments appropriate to the stage of the project.</li> <li>• Updating and finalising comment letters after direction from the EB.</li> <li>• Developing Feedback Statements outlining stakeholders' comments and explaining how they have been addressed.</li> <li>• Arranging for publication of documents.</li> <li>• Providing presentations to stakeholders.</li> </ul>

<sup>1</sup> Which will be mandatory for the consolidated accounts of UK companies listed on regulated markets in the UK; and which **may** be applied in the parent or individual company accounts of UK companies listed on regulated markets in the UK. IFRS **may** also be applied by all other companies.

## Job Description

SKILLS, KNOWLEDGE & EXPERTISE	
<b>Knowledge &amp; Expertise</b>	<ul style="list-style-type: none"> <li>• Educated to degree level in a relevant field of study, preferably with a professional or post-degree qualification, with at least five years post qualification experience.</li> <li>• Good knowledge of the financial reporting environment of listed companies and a keen interest in IFRS.</li> <li>• Ideally, experience in technical accounting work or standard-setting or demonstrating a clear interest in these activities.</li> <li>• Superior written and communication skills.</li> </ul>
<b>Business Interaction-Relationships &amp; Influencing</b>	<ul style="list-style-type: none"> <li>• Creates and maintains key external relationships, e.g. with IASB staff and national accounting standard setters' staff and other interested parties.</li> <li>• Develops an effective relationship with the Endorsement Board.</li> <li>• Able to interact effectively and respectfully with stakeholders.</li> <li>• Able to work as part of a team in the Secretariat and with external parties.</li> </ul>
<b>Problem Solving/Decision Making</b>	<ul style="list-style-type: none"> <li>• Good strategic and analytical thinking skills.</li> <li>• Able to debate, willing to listen and to synthesize others' views to agree on the way forward on projects.</li> <li>• Able to analyse complex issues and identify salient issues.</li> </ul>
<b>Management of Resources/Leadership Behaviours</b>	<ul style="list-style-type: none"> <li>• Capable of effectively managing and delivering a number of concurrent projects, within project deadlines.</li> </ul>
<b>Business Impact</b>	<ul style="list-style-type: none"> <li>• Committed to serving the UK public interest in the field of IFRS reporting.</li> <li>• Able to work under pressure and to cope with deadlines.</li> <li>• A confident and articulate communicator.</li> </ul>