

# Job Description

<b>Job Title</b>	Project Manager
<b>Job Level</b>	Level 3
<b>Job Family</b>	
<b>Job Reports To</b>	Technical Director
<b>Job Location</b>	London, but may require 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 Manager will contribute to 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). A Project Manager will usually work in a small project team (unless the project is very small).</p> <p>Key accountabilities include (depending on the specific type of project):</p> <ul style="list-style-type: none"> <li>• Assisting with researching the existing material on this topic, including from other standard setters.</li> <li>• Following the IASB’s discussions, assisting with the analysis of the IASB’s proposals and decisions, as well as assisting with identifying major issues and concerns and the development of technical arguments to support the analysis.</li> <li>• Assisting with the gathering of evidence and assessing of stakeholders’ views on the project, using formal and informal means as appropriate through-out the project.</li> <li>• Participating in presentations to stakeholders.</li> </ul> <p>For small projects, a Project Manager may deliver the allocated project, instead of being part of a team. In this situation key accountabilities include (depending on the specific type of project):</p> <ul style="list-style-type: none"> <li>• Interacting as appropriate with staff of other standard setters to understand the proposals and share our views.</li> <li>• Preparing and presenting high-quality technical papers for the EB and working groups, 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> </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

<b>SKILLS, KNOWLEDGE &amp; EXPERTISE</b>	
<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 two years post qualification experience.</li><li>• 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>• Good 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>• 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 analytical thinking skills.</li></ul>
<b>Management of Resources/Leadership Behaviours</b>	<ul style="list-style-type: none"><li>• Capable of effectively working on a number of concurrent projects.</li><li>• Able to work independently, with limited supervision to meet agreed project deliverables within agreed timetables.</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></ul>