



JOB DESCRIPTION

POSITION TITLE: EXECUTIVE DIRECTOR

LOCATION: TOKYO, JAPAN

Term of Appointment: Up to 5 years. The term may be renewed with the agreement of both parties.

Remuneration: A comprehensive and competitive remuneration package, including housing and relocation support to Tokyo will be offered

ABOUT IFIAR

Established in 2006, the International Forum for Independent Audit Regulators (IFIAR) comprises independent audit regulators from 56 jurisdictions that cover a majority of global capital markets. Dedicated to serving the public interest and enhancing investor protection, IFIAR provides a platform for dialogue and information-sharing regarding audit quality matters and regulatory practices around the world, and promotes collaboration and consistency in regulatory activity.

IFIAR's Secretariat is located in Tokyo, Japan and supports the IFIAR Board and Officers in carrying out their mandates, as set out in the IFIAR Charter. The Secretariat also supports the broader membership and IFIAR's Working Groups and Task Forces. The team is currently comprised of six professional and administrative staff (including secondees), in addition to the Executive Director position.

THE POSITION AND RESPONSIBILITIES

The Executive Director is IFIAR's most senior full-time position at the Secretariat, appointed by the IFIAR Board and accountable to the organization and its Members through the IFIAR Officers (Chair and Vice Chair) and Board. The Executive Director is responsible for executing the pursuit of IFIAR's strategic objectives, leading the Secretariat team and ensuring legal compliance relating to maintenance of IFIAR's legal entity in Japan.

The Executive Director plays a key role in representing IFIAR internationally and overseeing the efficient and effective operations of the IFIAR Secretariat. The Secretariat actively supports the Board in fulfilling its mandate and collaborates with Officers, Working Groups, and Task Forces as needed. Additionally, the Secretariat monitors global audit oversight practices, ensuring IFIAR stays informed and responsive.

Given the international scope of IFIAR and its Members, prospective applicants will be required to



accommodate the various time zones of the Officers and IFIAR Members. International travel will be required (potentially up to 30-40% of the Executive Director’s mandate).

Successful applicants are expected to be based in Tokyo, Japan. Under exceptional circumstances, consideration may be given to outstanding candidates based outside the region.

Key responsibilities include:	
1.	Lead, in conjunction with the Officers and Board in developing and implementing IFIAR’s Strategic Plan and the Operating Plan that guides ongoing IFIAR activity. This includes, among other things, identifying issues and areas of activity for IFIAR to pursue, participation in Board discussions and assisting in reaching consensus on (strategic) issues.
2.	Lead and manage the Secretariat staff
3.	Oversee the efficient and effective operation of the Secretariat, including financial management and cost control (such as budget development and payroll management, etc)
4.	Facilitate the operation of the Board, including, as required, in: <ul style="list-style-type: none"> • Preparing meetings agendas, minutes, policy and decision making papers and reports thereon • Bringing about consensus on issues • Making logistical arrangements for Board meetings and Plenary meetings • Preparing and conducting elections for Officers and Board members, and other decision-making procedures • Preparing annual reports and annual budgets • Periodic reporting to IFIAR membership on Board activities • Maintaining contact with the Membership • Other membership matters
5.	Facilitate support to IFIAR’s Working Groups, Task Forces and other teams in their operations, as required (i.e. organize meetings, distribute materials etc.)
6.	Proactively engage diverse stakeholders, including the recruitment of IFIAR members, strengthening partnerships, and fostering collaboration with international organizations, international standard setters, and other stakeholders to enhance IFIAR’s public profile and influence
7.	Representing IFIAR, including managing external communications and engaging with the global leadership of network audit firms, government agencies, and high-level stakeholders to drive strategic initiatives and partnerships



8.	Monitor compliance with IFIAR's Charter and policies, and oversee compliance matters relating to maintenance of IFIAR's legal entity in Japan
9.	In conjunction with the Board, Working Groups and Task Forces - monitor developments in the audit market and audit oversight areas identifying audit quality issues and potential areas of activity for IFIAR and form a view thereon
10.	Undertake any other tasks as required

COMPETENCIES, EXPERIENCE AND QUALIFICATIONS

1.	Competencies	Excellent managerial and leadership skills, including the ability to motivate staff from a variety of professional, cultural and national backgrounds and work collegially and effectively with people
		Demonstrated ability to lead an organization comparable to the IFIAR Secretariat, including direct team management experience and knowledge of legal entity compliance matters
		Strong diplomacy skills and ability to maintain effective communications and relationships with internal and external stakeholders
		Intellect, maintain strong presence, professional competence and sensitivity to earn and command the respect of members and stakeholders from around the world
		Demonstrate high standards of integrity and ethical conduct to foster trust and transparency across all levels of an organisation and with external partners
		Strong stakeholder management, with the ability to work in partnership with IFIAR's Officers and Board
		Strong analytical skills and the ability to prioritize actions and facilitate consensus amongst diverse groups
		Excellent oral and written communication skills



		Willingness to take responsibility and be accountable
		Excellent written and spoken English. Fluency in another major language is desirable

2.	<u>Experience</u>	Extensive experience with budgetary, financial and human resources management and legal compliance
		Proven experience in international public policy, especially in the financial regulatory domain
		Excellent networking abilities, communication and interpersonal skills, including the capacity to deal and co-operate with relevant stakeholders
		Commitment to IFIAR Core Principles and to neutrality with respect to particular regulatory approaches
		Passion in the protection of public interest roles, with knowledge and understanding of audit oversight, financial market oversight or practical experience as an auditor of a large multijurisdictional enterprise
		Knowledge of audit and its stakeholders internationally
		Ability to lead and contribute to a small, diverse and dynamic team by actively participating in project tasks while also managing the team operations in a flexible and fast-paced environment
		A good knowledge of IFIAR, how it works, and its strategic direction will be desirable.

3.	<u>Qualifications</u>	University degree in audit, law, accounting/commerce, economics or business administration
		Professional Experience: At least 15 years post-graduate experience including at least 5 years at management level