



JOB DESCRIPTION

POSITION TITLE: POLICY / SENIOR POLICY OFFICER

Location: Tokyo

Term of Appointment: Permanent contract

ABOUT IFIAR

Established in 2006, the International Forum for Independent Audit Regulators (IFIAR) comprises independent audit regulators from over 50 jurisdictions covering more than 70% 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. Additional information on IFIAR can be found on our [website](#).

In 2017, IFIAR established a Secretariat team based in Tokyo to support the IFIAR Chair and Vice-Chair (The Officers) and Board (including two Board Committees) in carrying out their mandates, as set out in the IFIAR Charter, and support IFIAR's Working Groups and Task Forces with their activities, as necessary. The Secretariat also supports the broader membership.

The Secretariat currently comprises an Executive Director, two Senior Policy Officers, one Policy Officer, and an administrative assistant. The Secretariat is currently seeking to add one additional staff member at either the Policy Officer or Senior Policy Officer level with a positive, can-do attitude. This document outlines the responsibilities, desired skills and experience for the position.

THE POSITION AND RESPONSIBILITIES

The Policy / Senior Policy Officer's responsibility is to carry out the tasks of the IFIAR Secretariat in conjunction with the other Secretariat staff. The Secretariat primarily supports the Officers (Chair and Vice-Chair) and Board in carrying out their mandates as set out in the IFIAR Charter, and also supports the Membership, Working Groups, Task Forces and other teams as required. Given the Secretariat's global reach, staff are required to accommodate the various time zones of the Officers and IFIAR Members for conference calls. International travel will be required (approximately 10 - 15%).



Responsibilities include:	
1.	<p>Provide support to the Executive Director (ED) of the Secretariat in:</p> <ul style="list-style-type: none"> • Developing and implementing a three year-strategic plan triennially, and develop supporting annual Operating Plans to execute on IFIAR's mandate, including monitoring delivery of the operating plans and strategic plan • Preparing agendas, minutes, policy and decision-making papers as well as logistical arrangements for Board and Board Committee meetings and conference calls, and Plenary meetings • Preparing and conducting elections for Officers and Board members, and other decision-making procedures • Managing and administrating activities related to the IFIAR legal entity • Producing periodic reports to IFIAR membership on IFIAR's activities • Maintaining communication with the Membership • Other membership matters
2.	<p>Liaise with, and review accounting records and documents prepared by, an outsource service provider, and prepare quarterly management accounts, together with annual forecasts and explanations for variances.</p> <p>Prepare annual budgets, the year-end accounting adjustments and financial statements to be included in the annual report. Liaise with IFIAR's external auditor to ensure a smooth annual audit process.</p>
3.	<p>Liaise with Japanese Tax authorities and Legal Affairs Bureau to ensure timely filing of relevant returns.</p>
4.	<p>Assist the ED in managing external communications and maintaining effective and constructive relationships with other international organizations, international standard setters, and other stakeholders with the aim of enhancing IFIAR's public profile and impact.</p>
5.	<p>Monitor compliance with IFIAR's Charter and policies.</p>
6.	<p>Provide support in maintaining the IFIAR website, IFIAR's historical files and archives, and responding to correspondence from Members, circulating IFIAR communications, such as the Members' Updates and papers for plenary meetings to IFIAR Members, and carrying out administrative tasks associated with running the Secretariat.</p>
7.	<p>Provide support to IFIAR's global Working Groups, Task Forces and other teams with their ongoing operations, as needed.</p>
8.	<p>Occasional attendance and participation in conference calls outside of office hours.</p>
8.	<p>Undertake any other work or functions assigned by the ED.</p>



COMPETENCIES AND EXPERIENCE

The ideal candidate will possess these qualifications.

1.	Competencies	Excellent team work and collaboration skills, including the ability to work effectively with people of different professional, cultural and national backgrounds.
		Proven experience dealing with ambiguity and changing priorities.
		Strong diplomacy skills and ability to maintain effective communications and relationships with internal and external stakeholders.
		Strong analytical skills and the ability to facilitate consensus amongst diverse groups.
		Excellent oral and written communication skills.
		Willingness to take responsibility and be accountable.
		Fluency in written and spoken English. Fluency in another major language is desirable; Japanese particularly would be advantageous.
2.	Experience	Practical experience as an auditor of large multi-jurisdictional enterprises together with knowledge and understanding of audit oversight.
		Knowledge and understanding of international public policy, especially in the financial regulatory domain.
		Commitment to IFIAR Core Principles and to neutrality with respect to particular regulatory approaches..
		Desirable: Knowledge of IFIAR, how it works and its strategic direction.
		Minimum of 5 / 10 years post-graduate experience for policy / senior policy officer.
3.	Academic Credentials	University degree in audit, law, accounting/commerce, economics, public or business administration.
		CA, CPA, or other membership of an equivalent professional accounting body.