



## **JOB DESCRIPTION**

**Position:** Senior Project Manager –Assurance Standards (full-time permanent)

**Reports to:** Director Assurance Standards

**Reports:** Nil

**Location:** Wellington/Auckland/Christchurch

### **Organisation:**

The External Reporting Board (XRB) is an independent Crown entity with responsibility for developing standards and guidance for financial and non-financial reporting by a very broad range of New Zealand entities.

The XRB's outcome goal of high-quality integrated reporting will be addressed in the following ways:

- Developing and implementing an overall strategy for reporting standards and auditing and assurance standards
- Preparing and issuing financial reporting standards.
- Preparing and issuing auditing and assurance standards.
- Preparing and issuing professional and ethical standards that will govern the professional conduct of auditors.
- Preparing and issuing climate related disclosure standards.
- Preparing and issuing integrated reporting standards across natural, human, social, and financial capitals; and
- Liaising with national and international organisations that exercise functions that correspond with those of the XRB.

### **Position Purpose:**

The Senior Project Manager is responsible for managing specific auditing and assurance standards projects (incorporating professional and ethical standards), including undertaking research, liaising with international standard setting bodies, managing stakeholder consultation, promulgating standards and raising awareness to support implementation.

### **Specific Areas of Responsibility:**

The specific responsibilities of the Senior Project Manager – Assurance Standards are as follows:

- Develop and present high-quality technical advice to the XRB and/or New Zealand Auditing and Assurance Standards Board (NZAuASB). This includes:
  - Researching technical issues or emerging auditing and assurance issues relevant to the provision of statutory assurance;
  - Developing technical papers, consultation documents, exposure drafts, and standards as required by the Board;
  - Liaising with the AUASB over issues of common interest as necessary;
  - Liaising with international auditing and assurance and ethics standard setting bodies over project matters;
  - Managing constituency consultation processes;
  - Overseeing the promulgation of finalised standards;
  - Developing implementation support material, as needed;
  - Such other activities as are necessary for the development and finalisation of the projects' output.
- Providing technical support to New Zealand members of international assurance standard setting bodies;
- Preparing submissions to international auditing and assurance and ethics standard setting bodies on exposure drafts issued by them and/or matters of importance to auditing and assurance in New Zealand;
- Stakeholder engagement;
- Providing technical and secretarial support to the NZAuASB as required;
- Supervising the work of Project Managers working on assigned projects;
- Such other related functions as may be required.

### **Person Specification:**

#### Qualifications

- Relevant tertiary qualification.
- Chartered Accountancy qualification or equivalent.

#### Experience

- Knowledge and experience of current auditing and assurance theory and practice in New Zealand.
- Relevant project management experience.
- Knowledge of the auditing and assurance standards.

- Practical standard setting experience is desirable.

#### Attributes

- Ability to work cooperatively and flexibly with others to deliver effective projects.
- An understanding of, and commitment to, the role of auditing and assurance standards.
- Excellent analytical skills, including an ability to research and investigate issues in a logical and evidence-based manner.
- Strong project management skills including an ability to prioritise and meet timelines.
- Excellent writing, editing and reviewing skills; and strong oral communication and presentation skills.
- An ability to build good relationships with key stakeholders and counterparties.
- An ability to self manage including planning, implementing and monitoring own work plan with limited supervision.
- A commitment to the ethos and values of the public sector including individual ethical behaviour and value for money in the use of resources.

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