

JOB DESCRIPTION

Position:	Senior Project Manager — Accounting Standards (full-time permanent)
Reports to:	Director — Accounting Standards
Reports:	Up to 3 staff (indirect)
Location:	Flexible in NZ, preference is Auckland or Wellington

Organisation:

The External Reporting Board (XRB) is an independent Crown entity with responsibility for all aspects of accounting, auditing and assurance, and climate-related disclosures standard setting and the issue of non-binding guidance on a wider range of environmental, social and governance (ESG) and other non-financial matters.

The XRB has two subsidiary technical boards, one with responsibility for accounting standard setting and the other with responsibility for auditing and assurance standard setting. The XRB Board itself is responsible for general governance of the organisation, overall financial reporting strategy (including advising the government accordingly), standards strategy, and oversight of the subsidiary technical boards.

The XRB's vision is that New Zealand prospers through effective decision making for resource allocation informed by high-quality, trusted, and integrated reporting.

Position Purpose and description:

The Senior Project Manager's primary responsibility will include maintaining the completeness and quality of the XRB's Accounting Standards across all sectors and tiers.

A Senior Project Manager will demonstrate a high level of competency, demonstrated by their ability to lead high priority and complex projects mostly unsupervised.

A Senior Project Manager will supervise the work of junior staff and will seek opportunities to uplift the quality of the Accounting Teams' performance through their leadership and initiative.

A Senior Project Manager will be expected to lead the delivery of high-profile constituent engagement initiatives, and also internal process initiatives to support the efficient operations of the Accounting Team.

The role will involve working together with the Director and Technical Director to ensure the activities of the Accounting Team support the achievement of the XRB broader strategic objectives.

Key aspects of the role will involve:

- Maintaining the high-quality and completeness of the XRB's Accounting Standards;
- Monitoring and managing the delivery of standard-setting projects as conducted by the junior Accounting Team staff;

- Promoting the reporting of trusted, relevant, informative, information through constituent engagements activities and developing thought leadership or implementation guidance material; and
- Pursuing opportunities to influence the development of international accounting standards.

Specific Areas of Responsibility:

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

Standard-setting

- Managing assigned accounting standards projects across all sectors relating to frameworks, standards, and related guidance material. Tasks may involve:
 - Researching technical issues;
 - Preparation of technical issue papers for consideration by the New Zealand Accounting Standards Board (NZASB);
 - Development of accounting standard documents including consultation papers, exposure drafts, and standards as required by the NZASB;
 - Liaising with the Australian Accounting Standards Board;
 - Liaising with international standard setting bodies over project matters;
 - Managing constituency consultation processes;
 - Overseeing the promulgation of finalised accounting standards;
 - Such other activities as are necessary for the development and finalisation of the projects' output.

Staff management

- Supervising and supporting the work of Accounting Team staff in relation to accounting standards projects, submissions or research assigned to them including constituency engagement, standard finalisation, and quality control aspects of that work;
- Providing technical leadership to staff and monitoring outputs in accordance with planned actions and the XRB strategic objectives; and

Influencing the International Boards

- Managing the preparation of submissions to international standard setting bodies on exposure drafts issued by them and/or matters of importance to financial reporting in New Zealand;
- Providing technical and secretarial support to New Zealand members of international accounting standard setting bodies as assigned;
- Liaising with international standard setting bodies staff in areas of importance to financial reporting in New Zealand; and
- Participating in relevant international fora and groupings including those involving national standard-setters as applicable.

Constituent engagement

Work together with the Directors to support constituency consultation processes, including key stakeholder engagement;

- Liaising with relevant groups within the New Zealand constituency including making presentations and otherwise communicating the XRB's position on issues as appropriate; and
- Working with the XRB Communications and Engagement Team to support communication strategies to promote constituent feedback on accounting standards projects.

Thought leadership

- Promoting research and thought leadership on financial accounting issues relevant to general purpose financial reporting.
- Developing guidance material to support the consistent application of accounting standards issued by the XRB.

Such other related functions as may be required.

Person Specification:

Qualifications

- Relevant tertiary qualification.
- Chartered Accountant, CPA or equivalent.

Experience

- Knowledge and experience of current accounting theory and practice in New Zealand is essential and it is desirable that the knowledge and experience covers both for-profit entities and public benefit entities.
- Practical standard setting experience is desirable.
- Relevant staff management experience.
- Relevant project management experience.

Attributes

- An understanding of, and commitment to, the role of accounting standards.
- A commitment to maintaining high-quality accounting standards.
- A focus on future financial reporting developments to ensure the accounting standards and frameworks remain relevant and continue to meet user needs.
- A focus in promoting external reporting that will enable the highest quality decision making for resource allocation for the benefit of Aotearoa New Zealand and New Zealanders.
- Strong organisational and project management skills including an ability to meet timelines.
- Results-oriented with a commitment to the highest standards of organisational performance.

- Excellent written, oral and presentation communication skills including the ability to consistently present a confident, credible and positive image of the organisation to all stakeholders.
- Strong relationship management skills including an ability to build trust across all sectors of the financial reporting community.
- Strong staff management and leadership skills including the ability to grow and maintain a high performing team.
- A commitment to the ethos and values of the public sector, including individual ethical behaviour, value for money in the use of resources, and being an equal opportunity employer.

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