

## POSITION DESCRIPTION AND PERSON SPECIFICATION JOB DESCRIPTION

**Position:** Project Manager - Accounting Standards

**Reports to:** Director Accounting Standards

**Reports:** nil

**Location:** Wellington

### **Organisation:**

The External Reporting Board (**XRB**) is an Independent Crown entity under the Crown Entities Act 2004 (**CE Act**). The XRB was initially established under the Financial Reporting Act 1993, with continued existence under section 11 of the Financial Reporting Act 2013 (**FR Act**).

The XRB's functions under section 12 of the FR Act include:

- Developing and implementing overall strategies for the issue of standards
- Preparing and issuing financial reporting standards
- Preparing and issuing auditing and assurance standards
- Preparing and issuing climate standards, and
- Liaising with international or national organisations that perform functions that correspond with, or are similar to, those conferred on the XRB.

The XRB Board has established three technical boards, as committees of the XRB Board – the New Zealand Accounting Standards Board (**NZASB**) which has responsibility for financial reporting standard setting; the New Zealand Accounting and Auditing Standards Board (**NZAuASB**) with responsibility for auditing and assurance standard setting; and the Sustainability Reporting Board (**SRB**) with responsibility for sustainability reporting, including climate standards. XRB standards are secondary legislation and must comply with the Legislation Act 2019.

### **Position Purpose:**

The role involves assisting and leading specific accounting standards projects, including related research and other activities to support the strategic objectives of the Accounting Standards team and broader XRB.

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

The specific standard setting responsibilities of the Project Manager – Accounting Standards are as follows:

- Assisting and leading assigned accounting standards projects across all sectors. Projects may involve:
  - Researching technical issues;
  - Preparation of technical issue papers for consideration by the XRB's technical boards;
  - Development of standard documents including consultation papers, exposure drafts, and standards as required;
  - Liaising with Australian and international standard setting bodies over project matters;
  - Managing and engaging in constituency consultation activities;
  - Overseeing the promulgation of final accounting standards;
  - Assisting with 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;
  - Undertaking research on emerging financial accounting issues relevant to General Purpose Financial Reports;
  - Assisting with the provision of technical and secretarial support to the technical board as required;
  - Such other activities as are necessary for the development and finalisation of the projects' output.

#### Constituent engagement

- Work together with the Director 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 colleagues to support communication strategies to promote constituent feedback on standards projects.

Such other related functions as may be required.

## **Person Specification:**

### Qualifications

- Chartered Accountancy qualification or equivalent.

### Experience

- Knowledge and experience of current external reporting 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.
- Knowledge of public sector reporting and practical financial reporting experience in public sector entities is desirable.
- Relevant project management experience.
- Practical standard setting experience is desirable.

### Attributes

- An understanding of, and commitment to, the role of XRB standards.
- A focus on future reporting developments to ensure the XRB 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.
- 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.
- A commitment to the ethos and values of the public sector, including individual ethical behaviour and value for money in the use of resources.