

SEARCH FOR SUITABLY QUALIFIED CANDIDATES FOR EXISTING VACANT POSITIONS IN THE SECRETARIAT

Suitable candidates are being headhunted for the vacant positions listed below.

- Director, Technical & Education
- Subject Matter Experts
- Exams Specialist
- Technical Assistant to the Registrar/Chief Executive
- Manager, Practice Monitoring

Kindly refer suitably candidates that may be interested to forward their CVs (*indicating their preferences i.e. applicable position on the top left hand corner of the CV*) to the following addresses not later than Friday, October 18, 2019.

1. malawal@ican.org.ng
2. ooabe@ican.org.ng
3. aoajia@ican.org.ng

Shortlisted candidates will be contacted thereafter.

Thank you.

JOB & MAN SPECIFICATIONS FOR POSITIONS TO HEADHUNT

1) Director, Technical & Education

Reporting to Deputy Registrar, Technical Services, he is responsible for providing overall intellectual leadership and guidance for the research programme and activities of the Institute towards ensuring that the Institute emerges as the most authoritative source of information, intelligence analysis and dissemination of news in respect of economic and financial issues on national and international levels.

Description of Main Activities and Tasks

- i. Provides leadership for the development of a highly effective and efficient research and technical department;
- ii. Undertakes research activities on topical, financial and economic issues;
- iii. Ensures regular publication of high quality technical journals and memoirs;
- iv. Networks with senior researchers and academics as well as with national, regional and International institutions, to ensure continued relevance of research activities and a high profile for the Institute;
- v. Establishes and actively maintains close links with national policy research institutes, both to promote research relevant to the accounting profession within their structures and to promote frontier research into issues of interest to the Institute and its members;
- vi. Explores and actively peruses research funding opportunities with local and international agencies;
- vii. Manages the Technical and Education Directorate, including functional management of the directorate, including financial management of activities, supervision and capacity building of staff in the directorate;

Internal Relationship

Relates frequently with the Registrar, the Deputy Registrar (Technical Services) and other management staff

External Relationship

Relates with research institutes, academics and the Institute's members

Required Skills and Competencies:

<p>Functional Competencies</p> <ul style="list-style-type: none">• Demonstrate research management competencies• Strong record of published research• Experience in leading, managing and coordinating a broad range of research in line with strategic objectives	<p>Organizational Competencies</p> <ul style="list-style-type: none">• Should be capable of inspiring the confidence of boss and subordinates• Should possess impeccable integrity and proven commitment to good governance• Should be innovative, confident and must demonstrate keen interest in the organization's activities <p>Knowledge</p> <ul style="list-style-type: none">• Should be IT proficient• Expert knowledge of research in Economics, Accounting and Finance
<p>Attributes</p> <ul style="list-style-type: none">• Should be capable of working under pressure, deliver on timelines and achieve strategic goals/targets• Excellent interpersonal skills, with the demonstrated capacity to work cooperatively and in partnership with diverse groups, while sensitively balancing the requirements of these groups• High level consultation and negotiations skills	<p>Qualifications</p> <ul style="list-style-type: none">• Minimum of M.Sc. or equivalent in Accounting or Economics (Possession of a Ph. D or equivalence will offer a distinct advantage)• Must be a Chartered Accountant <p>Experience</p> <ul style="list-style-type: none">• Should possess at least ten (10) years relevant post professional qualification experience.

2) Technical Assistant to the Registrar/Chief Executive

The position provides technical/administrative support to the Registrar/Chief Executive (CE) aimed at enhancing the effectiveness and impact of the role in the execution of policies and programmes of the Institute.

Key Accountabilities

- Organises the Registrar/CE's meetings, visits, lunches and diaries to ensure effective and productive use of time;
- Prepares routine correspondence and reports on behalf of the Registrar/Chief Executive;
- Attends meetings with the Registrar/CE and acts as Secretary to ensure proper documentation of minutes of the meetings;
- Receives, screens and responds promptly to all mails, incoming/outgoing calls, enquiries and requests;
- Liaises with the Directors and Heads of Departments on behalf of the Registrar/Chief Executive;
- Coordinates all visitors to the Registrar/CE's office and ensures that they are properly attended to;
- Prepares and distributes relevant reports or documents to Heads of Departments and Directors; follows up on responses and communicates to the Registrar as required;
- Prepares and delivers academic papers to higher institutions on behalf of the Registrar/CE;
- Coordinates and supervises the activities of all the staff in the Office of the Registrar/CE;
- Assists in the preparation of presentations and report materials when requested;
- Works with all relevant departments to provide necessary travel and protocol arrangements for the Registrar/CE;

Skills/Competencies

The ideal candidate must demonstrate excellent oral communication, report writing, interpersonal and office management skills. The person must be discreet but decisive, innovative, diligent, pay attention to details and proficient in the use of Ms-Office applications with good customer service and presentation skills. Success in this role also demands high level of confidentiality, honesty, integrity and flexibility.

Education and Experience

- B.Sc. Accounting, Economics or any other social science or numerate discipline
- Qualified member of the Institute
- Minimum of five (5) years relevant post qualification experience with at least

two years' experience as a Personal Assistant to a Senior Management position

3) Exams Specialist

The position reports to the Deputy Director (Examinations) and is responsible for effective planning and management of the examination processes for assigned subject area i.e. any of Financial Reporting and Auditing; Management Accounting and Strategy; Tax and Law.

Key Accountabilities

- Liaises with and manages relationship with examiners for assigned subject area;
- Reviews and agrees each examination for presentation to and approval of the appropriate approving authority and by the Chair of the Examination Committee;
- Develops and obtains approval for examination timetables and ensures approved ~timetables are complied with;
- Acts as the in-house expert for respective syllabus areas by reviewing syllabuses, maintaining up- to- date knowledge of respective areas and providing technical guidance;
- Leads and ensures compliance with quality control measures in the examination processes and improvement of all processes for respective subject areas to ensure operational efficiency;
- Coordinates the review of learning materials for assigned subject areas.

Skills/Competencies

This role requires strong knowledge of both qualitative and quantitative research methodology, ability to evaluate and interpret financial statements with a sound financial management capability. The ideal candidate must be innovative and research- inclined with good understanding of the global economy and key development imperatives. The role also requires strong communication and analytical skills, confidence, integrity and demonstrated ability to effectively engage diverse groups of people both within and outside the Institute.

Education and Experience

- B.Sc./HND in Accounting, Economics
- Qualified member of the Institute
- A Masters and/or Doctorate degree is an advantage
- Specialist knowledge in any of the following specified areas:
 - Financial Reporting and Auditing
 - Management Accounting & Strategy and
 - Tax and Law
- Minimum of 10 years relevant post professional qualification experience

4) Subject Matter Expert

This role requires strong knowledge of accounting specialized fields like Audit, Investigations and Forensic Accounting; Consultancy and Information Technology; Corporate Finance Management; Financial Reporting; Insolvency and Corporate Re-engineering; Public Finance Management and; Taxation and Fiscal Policy Management.

The ideal candidate must be innovative and research- inclined with good understanding of the global trends in the specialized accounting fields and key development imperatives. The role also requires strong communication and analytical skills, confidence, integrity and demonstrated ability to effectively engage diverse groups of experts and resource persons both within and outside the Institute.

Key Accountabilities

- Liaises with and manages relationship with experts and resource persons for assigned faculties;
- Reviews and agrees each paper for presentation to and approval by the Head of Directorate and the Chair of the respective Faculty Committee;
- Organizes and obtains approval for training and certification programmes and ensures compliance;
- Acts as the in-house expert for respective faculty areas by reviewing syllabuses, maintaining up-to-date knowledge of respective areas and providing technical guidance;
- Leads and ensures compliance with quality control measures in the faculty process and improvement of all processes for respective faculties to ensure operational efficiency;
- Coordinates the review of learning materials for assigned faculty areas;

Education and Experience

- B.Sc./HND in Accounting, Economics.
- Qualified member of the Institute.
- A Masters and/or Doctorate degree is an advantage.
- Specialist knowledge in any of the following functional areas:
 - o Audit, Investigations and Forensic Accounting; Consultancy and Information Technology; Corporate Finance Management; Financial Reporting; Insolvency and Corporate Re-engineering; Public Finance Management and; Taxation and Fiscal Policy Management.
- Minimum of 5 years relevant post professional qualification experience in the private and/or public sector.

5) Manager, Professional Practice Monitoring

The position reports to the Head of Department and assists in effective planning and management of the practice monitoring processes, procedures and activities.

Key Accountabilities

- Organizes and participates in regular practice review of audit firms and ensures that firms' data are up-to-date;
- Regularly reviews and updates the Institute's Statements of Membership Obligations (SMOs) and Dashboard Report (DBR);
- Coordinates mentoring programmes for the Small Medium-sized Practices (SMPs) as well as initiatives to merge their practices;
- Coordinates the Institute's International Desk, Help Desk and Help Portal;
- Oversees the processes and procedures involved in the issue and renewal of practice licence to members; seal and repair of damaged ones; the application and documentation of attachment of members in audit firms and; change of firm's name.
- Organizes meetings and prepares minutes of both Professional Practice Committee (PPC) and SMP Committee as well as draft report on recommendations to the Council;
- Monitors the websites of affiliated international organizations and the likes for recent developments in the industry.

Skills/Competencies

This role requires strong knowledge of both qualitative and quantitative research methodology, ability to evaluate and interpret financial statements with a sound financial management capability. The ideal candidate must be innovative, inquisitive and research- inclined with good understanding of the global economy and key development imperatives. The role also requires strong communication and analytical skills, confidence, integrity and demonstrated ability to effectively engage diverse groups of people both within and outside the Institute.

Education and Experience

- B.Sc./HND in Accounting, Economics
- Qualified member of the Institute
- A Masters degree is an advantage
- Specialist knowledge in any of the following specified areas:
 - Financial Reporting and Auditing
 - Management Accounting & Strategy and
 - Tax and Law

Minimum of 5 years relevant post professional qualification experience