

JOB DESCRIPTION

Job Title:	CIPFA Author (Assessment Papers)
Salary Band:	Competitive
Directorate:	Qualifications & Membership
Reporting to:	Head of Qualifications and Membership
Location	These roles will be based from home. There may be occasions when there is a requirement to attend the London office.

WHO WE ARE...

The Chartered Institute of Public Finance and Accountancy (CIPFA) is a UK-based international accountancy membership and standard-setting body. We are the only such body globally dedicated to public financial management.

CIPFA believes that improving public services is the key to changing lives for the better and that good public financial management is central to achieving this ambition.

Our educational and advisory services support our members, students, and other public finance professionals throughout their careers – helping them add value to their teams and the organisations for which they work.

Through our work, we help ensure public money is raised and spent with the highest degree of openness.

We are committed to making a real difference to the world we live in.

CIPFA VALUES AND BEHAVIOURS

Values	Behaviours
We are trusted as independent and ethically driven.	We demonstrate transparency, authenticity and integrity, and we are trusted, as we deliver on our promises and commitments
We provide unique, specialist expertise .	We act commercially and use our knowledge and expertise to add value for our customers,

	members and stakeholders we deliver on our promises and commitments.
We are people focused, supportive and collaborative .	We respect each other, celebrate our diversity, and work together collaboratively across our different teams as oneCIPFA
We are committed to innovation and digital delivery.	We are dynamic, generate new ideas and feel empowered to constructively challenge the status quo to ensure we are innovative and don't get left behind.
We are responsive and customer oriented.	We are flexible, agile and open to change to ensure we are responsive and provide the best service to our customers

JOB SUMMARY

To produce assessment papers which are balanced in terms of the syllabus and learning outcomes, and are at the appropriate level of difficulty. To produce detailed model answers and marking instructions showing mark allocations and an Examiner's report. To ensure that CIPFA assessments are of the highest quality and are technically, numerically and conceptually correct.

KEY RESPONSIBILITIES

CIPFA organises, sets and run professional assessments to enable our members to attain high levels of competence in the field of public finance.

The different assessment types that CIPFA sets are as follows:

- Multiple Choice Questions
- Short and Long Answer Questions
- Objective Questions
- Case Studies
- Projects

All of the assessments that CIPFA offers are administered by an e-assessment platform.

CIPFA are looking to recruit new Authors/Writers for our assessment papers that can support our rigorous assessment process.

The role of the Associates are vitally important ensuring each assessment is reliable, valid, fair and robust.

- To produce assessment question papers and marking schemes.
- To produce supporting documentation relating to syllabus coverage and assessment strategy.
- To produce all documents to the timetable issued by CIPFA and in the format specified by CIPFA.
- To review comments from the Reviser/Moderator/Proof Reader and act on them.
- To liaise with CIPFA and the Reviser/Moderator/Proof Reader as required.
- To maintain an up-to-date knowledge of issues relevant to the syllabus being examined, and to take a pro-active approach to keeping up-to-date with changes in accountancy/other relevant practice and legislation.
- To contribute to the ongoing development of CIPFA's assessment processes.
- To attend CIPFA Associate briefings (if required).
- To take full responsibility with the Moderator for the production of a balanced and technically correct question paper, marking scheme.

PERSON SPECIFICATION

QUALIFICATIONS

Relevant accounting qualification (for accounting subjects). For non-accounting subjects a relevant qualification should be held	Essential
CIPFA qualified	Desirable

EXPERIENCE

Involved in relevant academic delivery or accounting/financial management practice	Essential
Experience of setting assessment papers	Desirable
Experience of university/college sector	Desirable

KNOWLEDGE & SKILLS

Up-to-date knowledge of current practices and legislation in subject area	Essential
Excellent written and verbal communication skills	Essential
Technical expertise in subject area	Essential
Excellent knowledge of English and grammar	Essential
Excellent word processing skills	Essential
Ability to maintain confidentiality at all times	Essential
Knowledge of current CIPFA Professional Qualification syllabus	Desirable
Excellent report writing skills	Desirable
Knowledge of CIPFA products	Desirable