

JOB DESCRIPTION

Job Title:	CIPFA Author (Workbooks)
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 comprehensive set of workbooks which are referenced and balanced in terms of the syllabus and learning outcomes and are written at the appropriate level of knowledge and explanation, technically correct and contextually relevant. The workbooks must include detailed worked examples to explain key concepts where appropriate. Such examples must be well presented and explain the principle clearly, without ambiguity. The workbooks must be of a standard that supports the CIPFA values.

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. Those assessments are based upon the content of the workbooks and so it is vital that the workbooks give guidance on topics, how those topics will be examined, how they relate to the learning outcomes and how they are mapped to the syllabus.

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

The role of the Associates are vitally important in preparing reliable workbook material which will form the basis of face to face tuition, online tuition and self-study tuition and so they must be understandable, digestible and comprehensive.

- To produce a comprehensive set of workbooks that cover all syllabus areas for a specified module.
- To produce supporting documentation, such as formula / tables / proformas, where necessary and by reference to the content of the module, relating to the 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 moderator/proof reader/Head of Qualifications and Membership and act on them – such as technical input, editing recommendations, and presentational recommendations.
- To liaise with CIPFA and the moderator/proof reader/ Head of Qualifications and Membership as required.
- To demonstrate and be responsible for maintaining 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 qualifications’ processes.
- To attend CIPFA Associate briefings (if required).
- To take full responsibility for the production of a balanced and technically correct workbook.

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 previous workbook production	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	Essential

Knowledge of CIPFA products	Desirable
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