



Become an ICAEW Certificate Level Fundamentals of Tax Moderator

ICAEW's ACA is regarded as the qualification for business leaders and attracts talented students from a variety of backgrounds worldwide. We are currently looking for a professional from a business or academic background to join our Certificate Level Fundamentals of tax team as a Moderator, within the ACA qualification.

JOB DESCRIPTION

Main responsibility of the Moderator is to act as the quality controller for the Fundamentals of Tax exam to ensure that the exams are consistent with the syllabus and across exam sittings. This will normally involve:

- meeting with the Examiner(s) at least once during the setting process of each exam
- working the exam and ensure that the questions, suggested answers and mark plan are complete and appropriate
- supporting the examiner in leading the marking sessions; lead the marking session throughout; undertake marking of scripts as appropriate, including in sessions run by other exam team members.
- arranging for a Technical Moderator to work the final draft of the exam
- close involvement in the quality control of the marking process and script reviews
- ensure that ethical issues are covered in relevant modules or exams
- attendance at ICAEW Tutor conference

PERSON SPECIFICATION

ICAEW Moderator are experts in their subject area, drawing from commercial and/or academic experience and applying this within an assessment framework. You may be changing career path, looking for additional work to expand your portfolio, or already be working as a freelancer in the professional qualifications space. You will likely have recent experience of teaching, setting or marking professional accountancy examinations, usually in the subject area for which you are applying. ICAEW membership is desirable, and membership of at least one relevant professional body is essential.

Applicants for the post will need to demonstrate the following skills and attributes:

- membership of a recognised professional body
- specialism in Tax together with a firm grounding in the fundamentals of professional accountancy, particularly in relation to the ACA qualification
- team player
- willingness to work collaboratively with senior moderators and with ICAEW staff
- flexibility and responsiveness to identified needs
- attention to detail
- ability to work to strict deadlines
- respect for the confidential nature of ICAEW's examination process
- interest in developing modes of assessment
- knowledge and experience of developing syllabus
- experience of writing objective testing questions

Please note that examiners are not permitted to teach ICAEW students at the relevant level, if appointed.

REMUNERATION

Fees are fixed and paid quarterly. A daily rate for any additional work will be paid on a time spent basis.

HOW TO PROCEED

Please send your CV and a statement detailing:

- how you meet the person specification
- why you would be interested in becoming an ICAEW examiner.

To **ExaminerRecruitment@icaew.com** by 30th April 2024

Interviews will be held remotely via Microsoft Teams around the beginning of June 2024