



# Role profile competency

<b>Job title</b>	Reviewer
<b>Reporting to</b>	Senior Manager

<b>Role family</b>	<b>Management responsibility:</b>
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QAD	Does this role have management responsibility for others? <b>No</b>	Specialist
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## Overall purpose of role

### 1- Delivery

Conduct visits to members in practice and report on the findings

### 2- Quality

Drive continuous improvement in quality of work to ensure it is of the highest standard

### 3- Workflow Management

Ensure delivery of KPIs through effective workflow management

### 4- Representing QAD

Be an ambassador for QAD/ICAEW

## Main responsibilities of role

- Conducting visits in a professional and sensitive way, establishing effective relationships with members and gaining their trust and respect
- Identifying and analysing findings and providing constructive advice to members
- Planning and prioritising own work effectively. Being responsible for the quality of your own work, ensuring that it is accurate and error free first time
- Understanding the quality standards that apply to your own work
- Taking action to develop own skills and knowledge and keep up to date
- Taking ownership of effective writing; minimising editorial changes in reports
- Helping members and stakeholders by connecting them with other parts of ICAEW when appropriate
- Playing a full part in the team to ensure the achievement of individual and team tasks
- Taking ownership of the management of WIP, workpack reviews and reports by communicating with managers/senior managers to ensure delivery against the overall KPIs
- Delivering against ad hoc reporting and project requirements; being prepared to put in extra effort to get the job done on time
- Specific duties will vary from time to time in line with the business needs.

## **ICAEW values – all staff are expected to work to these values**

### The 3 i's – Initiative Insight and Integrity

The 3 i's are the values that drive our attitude and approach to working at ICAEW, along with our ways of working being agile, collaborative and innovative.

#### **Initiative**

- Actively collaborating to identify needs and look for innovative solutions.
- Bring together different groups and communities to work together.
- Empowering people to be agile, so they can take ownership and harness the collective efforts of ICAEW in a flexible and responsive way.

#### **Insight**

- Actively gathering insights to develop innovative and considered thought.
- Collaborating with our networks to voice different perspectives and insights internally and externally to stimulate discussion and debate.
- Being agile in finding new and timely ways to provide understanding and insight to our members, organisations and government

#### **Integrity**

- Acting with transparency, consistency and openness as Integrity underpins all activity we undertake.
- Standing by your principles to adhere to the highest professional standards even when facing adversity.
- Doing the right thing, even when no one is looking.

## **Role specific technical skills**

Please list any technical (non-behavioural) competencies which apply to the role.  
NB to be compliant with age discrimination legislation please avoid referring to years of experience.

- A wide and up to date knowledge of the accountancy profession and its current challenges including the oversight of the profession.
- Recent Audit experience in practice
- Thorough understanding of work undertaken by members / firms
- A full understanding of regulations, guidance and standards affecting QAD's service, DPB, Insolvency and Practice Assurance as appropriate.
- Highly developed people, organisational and time management skills.