**No. of Position 03**

**Deputy Director (Financial Report Monitoring and Practice Review):**

Individual who will be able to independently work in assigned area of Financial Report Monitoring and Practice Review having good knowledge and expertise in the application of IFRS, ISA and audit software.

**Required Qualification:** ACA having hands on experience in technology based auditing and other assurance services. Special skill is required to have practical knowledge to review audit software based working files. Good interpersonal skill and competency in written communication both in English and Bengali is essential. Preference will be given to the candidates having working experience as manager in any renowned CA Firm. Candidates must have post-graduation in accounting from any reputed public university.

# Role Profile

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| Role title  | Deputy Director |
| Department | Financial Report Monitoring & Practice Review Department |
| Overall Role Purpose | * To strengthen the regulatory functions of the Institute
* To lead the institute as the member staff in the technical areas.
* To lead the institute’s work in regulating the behaviour of the members and the firms, ensuring the highest standards of probity, integrity and professionalism.
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| Reports to | Head of Department/Division |

## Scope of Role

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|  | Job description |
| * To prepare Regular and Follow-up visit plan;
* To perform regular quality assurance visits to chartered accountants firms as per visit plan;
* To prepare quality assurance visit reports;
* To perform review of industry wise financial reporting such as listed companies annual report as suggested by the authority and to report to QAB on compliance of reporting framework;
* To perform continuous monitoring of the Digital Verification System (DVS) of ICAB and to ensure proper monitoring over the CA Firms from quality control aspect;
* To assist HoD in liaison with different regulatory agencies in connection with DVS;
* To perform analysis of Annual Return submitted by CA Firms, to reconcile the information of Annual Return with the record of DVS and to prepare risk base visit plan;
* To assist HoD in preparing report to be sent to the Investigation & Disciplinary Committee (IDC) of the Council ICAB and will extend further support to the concerned department of ICAB to resolve the issues with IDC;
* Arrange Quality Assurance related training/ workshop/ conference for the members /practicing members/staff of CA Firms;
* Support technical Strategy Department to ensure the institute is seen as the leading technical authority in accounting
* To review, adopt and disseminate updated accounting and auditing standards
* To review, adopt and disseminate updated international education standards
* To take an active and positive role in international strategy development with IFAC. IASB, CAPA, SAFA etc
* To make an independent review of any complain from any sources in line with the legal/financial reporting framework;
* To visit the office of concerned Chartered Accountant Firm to complete the assessment, where required;
* To make assessment proactively or on demand of authorities on any particular issues;
* To make assessment, either the case should be referred to the Investigation & Disciplinary Committee or not;
* To prepare the IDC report as well as Council Disciplinary Orders; and
* Any other work/ duty assigned from time to time by the authority.
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Applicants having the qualifications and competencies of the respective positions mentioned above are requested to send their detail resumes with cover letter and passport size photograph, stating the name of the position, through email: **secretary@icab.org.bd, hr@icab.org.bd.**

Applicants can also send the hard copy to the following address: The Secretary & CEO (In Charge), ICAB, CA Bhaban, 100 Kazi Nazrul Islam Avenue, Kawran Bazar, Dhaka-1215 within November 25, 2020.

Salary and benefits are negotiable. An attractive compensation package will be offered to deserving candidates