



THE INSTITUTE OF CHARTERED ACCOUNTANTS OF NIGERIA

The Institute of Chartered Accountants of Nigeria (ICAN) was established by the Act of Parliament No. 15 of 1965 as an organization to regulate the Accountancy Profession in Nigeria. It has over 50,000 members and is a member of the International Federation of Accountants (IFAC), Pan African Federation of Accountants (PAFA) and Association of Accountancy Bodies in West Africa (ABWA).

In pursuit of the Institute's mission critical objectives to be a leading global Professional body, we invite suitably qualified candidates to apply for the following vacant positions.

TECHNICAL AND EDUCATION DIRECTORATE

1) Deputy Director, Technical & Education

Reporting to Deputy Registrar, Technical Services, he is responsible for providing overall intellectual leadership and guidance for the research programme and activities of the Institute towards ensuring that the Institute emerges as the most authoritative source of information, intelligence analysis and dissemination of news in respect of economic and financial issues on national and international levels.

Description of Main Activities and Tasks

- i. Provides leadership for the development of a highly effective and efficient research and technical department;
- ii. Undertakes research activities on topical, financial and economic issues;
- iii. Ensures regular publication of high quality technical journals and memoirs;
- iv. Networks with senior researchers and academics as well as with national, regional and International institutions, to ensure continued relevance of research activities and a high profile for the Institute;
- v. Establishes and actively maintains close links with national policy research institutes, both to promote research relevant to the accounting profession within their structures and to promote frontier research into issues of interest to the Institute and its members;

- vi. Explores and actively peruses research funding opportunities with local and international agencies;
- vii. Manages the Technical and Education Directorate, including functional management of the directorate, including financial management of activities, supervision and capacity building of staff in the directorate;

Internal Relationship

Relates frequently with the Registrar, the Deputy Registrar (Technical Services) and other management staff

External Relationship

Relates with research institutes, academics and the Institute's members

Required Skills and Competencies:

| | |
|--|--|
| <p>Functional Competencies</p> <ul style="list-style-type: none"> • Demonstrate research management competencies • Strong record of published research • Experience in leading, managing and coordinating a broad range of research in line with strategic objectives | <p>Organizational Competencies</p> <ul style="list-style-type: none"> • Should be capable of inspiring the confidence of boss and subordinates • Should possess impeccable integrity and proven commitment to good governance • Should be innovative, confident and must demonstrate keen interest in the organization's activities <p>Knowledge</p> <ul style="list-style-type: none"> • Should be IT proficient • Expert knowledge of research in Economics, Accounting and Finance |
| <p>Attributes</p> <ul style="list-style-type: none"> • Should be capable of working under pressure, deliver on timelines and achieve strategic goals/targets • Excellent interpersonal skills, with the demonstrated capacity to work cooperatively and in partnership with diverse groups, while sensitively balancing the requirements of these | <p>Qualifications</p> <ul style="list-style-type: none"> • Minimum of M.Sc. or equivalent in- Accounting or Economics (Possession of a Ph. D or equivalence will offer a distinct advantage) • Must be a Chartered Accountant <p>Experience</p> <ul style="list-style-type: none"> • Should possess at least ten (10) years relevant post professional qualification |

| | |
|---|-------------|
| groups • High level consultation and negotiations skills | experience. |
|---|-------------|

2) Chief Economist (Senior Manager).

Responsible to: Deputy Director, Technical & Education.

Subordinates Supervised

Working with other team members in the Technical & Education Directorate

Overall Purpose of Job

Coordination, development, planning and production of economic and financial analysis and reports towards providing a competitive edge for the Institute to achieve its mission and vision.

Description of Main Activities and Tasks

- i. Helps inform other managers in making forecasts for product/service demand, competitor response, marketing campaign effectiveness, cost trends etc;
- ii. Analyzes micro and macro economic and financial for better corporate decisions and more predictive value;
- iii. Provides counsel and advising the Institute on fiscal issues;
- iv. Brainstorms and designs economic projects to help the Institute increase its economic status;
- v. Conducts market research and economic trends that will position the Institute strategically
- vi. Updates members regularly on fiscal and economic matters and;
- vii. Acts as secretary to the relevant committees.

Internal Relationship

Relates with the Director, Technical & Education and other Management staff.

External Relationship

Relates with the representative of relevant external agencies and organizations such as NBS, CBN, research institutes etc.

Required Skills and Competencies

| | |
|--|---|
| <p>Functional Competencies</p> <ul style="list-style-type: none"> • Should possess excellent communication skills • Should be innovative, confident and must demonstrate keen interest in the organization's activities • Strong knowledge of microeconomics, macroeconomics, resource economics and international economics • Strong technical skills in areas of statistical analysis | <p>Organizational Competencies</p> <ul style="list-style-type: none"> • Should be a Team Player • Should be capable of inspiring the confidence of boss and subordinates • Should possess impeccable integrity and proven commitment to good governance • Must have executive presence and inspire the confidence of stakeholders <p>Knowledge</p> <ul style="list-style-type: none"> • Working knowledge of specialized research software and tools |
| <p>Attributes</p> <ul style="list-style-type: none"> • Should be capable of working under pressure, deliver on timelines and achieve strategic goals/targets • Should be self-motivated and possess exceptional interpersonal skills | <p>Qualifications</p> <ul style="list-style-type: none"> • B.Sc and M.Sc in Economics • A Doctorate degree is an advantage <p>Experience</p> <ul style="list-style-type: none"> • 8 years post relevant professional qualification experience. • Must be a Chartered Accountant |

3) Manager, Research & Technical

The position reports to the Head, Research Technical and Education. To identify the research and technical needs of the Institute for internal and external consumption, technical assignments in the areas of accounting, insolvency and auditing theories, practices, economics, banking and finance related issues, capital market operations, public finance and government policies, standards and professional ethics.

Key Accountabilities

- Identifies the research and technical needs of the Institute for internal and external consumption, technical assignments in the areas of accounting, insolvency and auditing theories, practices, economics, banking and finance related issues, capital market operations, public finance and government policies, standards and professional ethics;
- Responds to Exposure Drafts and other international pronouncement on Standards on time;
- Assists the relevant Committees in of the Council that requires the services of the Department in identifying research issues and proffering solutions;
- Co-ordinates the Institute's programmes for promoting and developing the science of accountancy and disseminating the output of the Institute's research projects;
- Is familiar with standard writing procedures and has flair for writing and editing technical materials for publication.

Education and Experience

- Minimum of a Masters degree in a quantitative discipline from a recognized reputable university, and
- Minimum of 5 years post-qualification experience
- Must be a Chartered Accountant
- Must be familiar with
 - i) computerised research instrument – SPSS; Minitabs and Eview
 - ii) standard writing procedures and must have flair for writing and editing technical materials for publication

PROFESSIONAL PRACTICE DEPARTMENT

4) Professional Practice (Senior Manager)

The position reports to the Head of Department and assists in effective planning and management of the practice monitoring processes, procedures and activities and is responsible for implementing strategies to ensure ICAN's operations comply with regulatory and ethical standards, and developing necessary policies and procedures to monitor member adherence to international accounting standards.

Key Accountabilities

- a. Review and update of the Institute's Statements of Membership Obligations (SMOs) approved by IFAC in 2015 by PPC (formerly PPMC);
- b. Review and update of the Institute's SMOs to measure the level of the Institute's adoption and support for the implementation of Quality Control, International standards on Auditing, Ethics, Accounting Education etc.;
- c. Review and update of Dashboard Report (DBR) to assess the status of ICAN adoption of International Standards and the level of the Institute's fulfillment of IFAC membership requirements;
- d. Review and Publication of the revised ICAN Code of Conduct and Guide for Members to measure the extent to which ICAN Code complies substantially with the IESBA Code and international best practices;
- e. Presentation of new processes and procedures to Council for approval to ensure adequacy of the processes and procedures proposed for the new approach to practice review;
- f. Carry out Practice Review to determine the level of compliance of audit firms to the auditing and accounting standards as well as Code of ethics and the relevant laws and regulations;
- g. Responsible for managing ICAN Help Desk to assist members with technical issues;
- h. Creation of an ICAN Portal for Practitioners to explore areas in which members in practice can obtain information on technical matters;
- i. Coordination of Mentoring programmes for the SMPs leveraging on internal and external relationships with Accounting industry leaders, such as audit firms, etc.;
- j. Develop and monitor training programmes for ICAN SMP Academy to promote professional development;
- k. Develop relationships and agreements between ICAN and other professional bodies to increase level of cooperation;

Skills/Competencies

This role requires very strong practical and comprehensive knowledge of writing professional reports; strong knowledge of industry processes and regulations, regulatory developments as well as evolving best practices; strong knowledge of both qualitative and quantitative research methodology, ability to evaluate and interpret financial statements with a sound financial management capability. The ideal candidate must be innovative, inquisitive and research-inclined with good understanding of the global economy and key development imperatives. The role also requires strong communication and analytical skills, confidence, integrity and demonstrated ability to effectively engage diverse groups of people both within and outside the Institute.

Education and Experience

- B.Sc./HND in Accounting, Economics, Finance and Management
- Qualified member of the Institute of Chartered Accountants Of Nigeria (ICAN)
- A Masters degree in relevant fields is an advantage
- Minimum of 8 years relevant post professional qualification experience
- Practical and Specialist knowledge in any of the following specified areas:
 - i) Financial Reporting and Auditing
 - ii) Management Accounting & Strategy
 - iii) Tax and Laws
 - iv) Excellent understanding of Practical Audit Practice in both Internal and External perspective
 - v) Strong understanding and experience of Practice Review in line with the new ISQM 1 and other International Standards
 - vi) Excellent written and verbal communication skills
 - vii) Reporting and Escalating to relevant Stakeholders, areas of non-compliance identified during the course of review
 - viii) Ability to multi-task with little or no supervision and provide the quality deliverables with respect for deadlines
 - ix) Professionalism
 - x) Leadership skills
 - xi) Developing others
 - xii) People management skills
 - xiii) Excellent organizational skills
 - xiv) Attention to details
 - xv) Strong analytical and critical thinking skills
 - xvi) Decision making skills
 - xvii) Time management
 - xviii) Excellent verbal and written communication skills
 - xix) Ability to prioritize goals
 - xx) Interpersonal skills

- xxi) Ability to analyze problems and create solutions
- xxii) High level of confidentiality

5) Professional Practice (Manager)

The position reports to the Head of Department and assists in effective planning and management of the practice monitoring processes, procedures and activities.

Key Accountabilities

- Organizes and participates in regular practice review of audit firms and ensures that firms' data are up-to-date;
- Regularly reviews and updates the Institute's Statements of Membership Obligations (SMOs) and Dashboard Report (DBR);
- Coordinates mentoring programmes for the Small Medium-sized Practices (SMPs) as well as initiatives to merge their practices;
- Coordinates the Institute's International Desk, Help Desk and Help Portal;
- Oversees the processes and procedures involved in the issue and renewal of practice licence to members; seal and repair of damaged ones; the application and documentation of attachment of members in audit firms and; change of firm's name.
- Conducts unannounced due diligence on firms on regular basis for the purpose of verification and practice validation as may be required from time to time.
- Organizes meetings and prepares minutes of both Professional Practice Committee (PPC) and SMP Committee as well as draft report on recommendations to the Council;
- Monitors the websites of affiliated international organizations and the likes for recent developments in the industry.
- Organizes sensitization sessions for Big and SMPs firms on the new changes in the Institutional practice policies and regulations either physically or virtually.

Skills/Competencies

This role requires strong knowledge of both qualitative and quantitative research methodology, ability to evaluate and interpret financial statements with a sound

financial management capability. The ideal candidate must be innovative, inquisitive and research-inclined with good understanding of the global economy and key development imperatives. The role also requires strong communication and analytical skills, confidence, integrity and demonstrated ability to effectively engage diverse groups of people both within and outside the Institute.

Education and Experience

- B.Sc./HND in Accounting, Economics, Finance and Management
- Qualified member of the Institute of Chartered Accountants Of Nigeria (ICAN)
- A Masters degree in relevant fields is an advantage
- Minimum of 5 years relevant post professional qualification experience
- Practical and Specialist knowledge in any of the following specified areas:
 - a. Financial Reporting and Auditing
 - b. Management Accounting & Strategy
 - c. Tax and Laws
 - d. Excellent understanding of Practical Audit Practice in both Internal and External perspective
 - e. Strong understanding and experience of Practice Review in line with the new ISQM 1 and other International Standards
 - f. Excellent written and verbal communication skills
 - g. Reporting and Escalating to relevant Stakeholders, areas of non-compliance identified during the course of review
 - h. Ability to multi-task with little or no supervision and provide the quality deliverables with respect for deadlines.

OFFICE OF THE REGISTRAR/CHIEF EXECUTIVE

6) Chief Strategy Officer (Senior Manager).

Responsible to: Registrar/Chief Executive

Subordinates Supervised

Working with other team members in the Office of Registrar/Chief Executive.

Overall Purpose of Job

Identification, coordination, development, planning and implementation of growth and development opportunities in the industry to create a competitive advantage for the Institute to achieve its mission and vision.

Description of Main Activities and Tasks

- i. Develops an inclusive strategic plan and strategy by collaborating with the leadership team and Council;
- ii. Develops business model innovations for the Institute's growth;
- iii. Evaluates market forecast and long-term trends;
- iv. Develops a capital plan in line with the strategy and focus of the presidential year for the Institute;
- v. Identifies key capital projects, joint ventures and other strategic partnership and alliance opportunities;
- vi. Provides interpretation for long-term plans into short-term projects;
- vii. Collects competitive intelligence to drive cross-functional business processes;
- viii. Analyses market dynamics, market share changes, service line performance and competitive intelligence;
- ix. Collaborates with the Institute's leadership, special committees and consultants to execute strategies;
- x. Communicates strategy effectively throughout the Institute;
- xi. Identifies strategic risks and helps to reduce those risks;
- xii. Ensures suitable metrics are in place to measure performance and progress strategic initiatives and;
- xiii. Acts as secretary to the relevant committees.

Internal Relationship

Relates with the RCE, Deputy Registrars, Director, Technical & Education and other Management staff.

External Relationship

Relates with the other relevant accounting and financial professional bodies etc.

Required Skills and Competencies

| | |
|---|--|
| <p>Functional Competencies</p> <ul style="list-style-type: none"> • Should possess excellent communication skills • Should be innovative, confident and must demonstrate keen interest in the organization's activities • Strong knowledge of business development and management consulting • Strong technical skills in areas of trend analysis • Should have strong decision making, problem-solving, quality-control and time management skills | <p>Organizational Competencies</p> <ul style="list-style-type: none"> • Should be a Team Player • Should be capable of inspiring the confidence of boss and subordinates • Should possess impeccable integrity and proven commitment to good governance • Must have executive presence and inspire the confidence of stakeholders <p>Knowledge</p> <ul style="list-style-type: none"> • Working knowledge of specialized software and tools |
| <p>Attributes</p> <ul style="list-style-type: none"> • Should be capable of working under pressure, deliver on timelines and achieve strategic goals/targets • Should be self-motivated and possess exceptional interpersonal skills | <p>Qualifications</p> <ul style="list-style-type: none"> • B.Sc and M.Sc in Marketing, Business Management, Economics and other business related fields • Membership of relevant professional body <p>Experience</p> <ul style="list-style-type: none"> • 8 years post relevant professional qualification experience. |

INFORMATION TECHNOLOGY DIRECTORATE

7) IT Personnel

This position provides IT supports to the organization's automation system and renders services to IT users like staff and other stakeholders.

Overall Purpose of Job

Four job roles will be filled. They are: Web Development; Database Management; Business/Analysis and; Programming/Software.

General Accountabilities

- Provides hardware and software supports to staff and other stakeholders;
- Installs and maintains all IT equipment and infrastructure for effective service delivery to stakeholders;
- Provides supports in ensuring data security and integrity;
- Liaises with IT vendors and service providers to the organizations for quality service delivery;
- Oversees the organization's IT help desk;
- Liaises with other departments for timely resolution of IT related issues.

Skills/Competencies

The right person for this role must have good hands-on knowledge of ICT and Microsoft Navision. The role also requires listening and scripting skills, strong communication, interpersonal skills, attention to details, confidence, integrity and demonstrated ability to effectively engage diverse groups of people and work under pressure.

Education and Experience

- Bachelor's Degree in Computer Science, ICT or Elect/Elect
- A Masters degree in the relevant areas
- Member of relevant professional body
- Minimum of 4 years relevant post professional qualification working experience

A. WEB DEVELOPMENT ENGINEER

- Design and development of web applications.
- Integration and support of web applications and associated hardware.
- Develop high quality code for new and existing web applications.
- Analyze, test, and resolve issues with application software and associated peripherals.
- Manages the efficient operation of web applications/websites and blog.
- Oversee creation of daily backup for web application and it database
- Monitors website traffic.

REQUIREMENTS

- Bachelor's degree in Computer Science / Engineering or a related field.
- 4 years of experience in front-end web development and optimization.
- Proficient understanding of HTML5, CSS3 and PHP.
- Basic understanding of server-side CSS pre-processing platforms, such as LESS and SASS.
- Proficient understanding of JavaScript libraries and frameworks, such as Django, AngularJS, KnockoutJS, BackboneJS, ReactJS, DurandalJS etc.
- Good understanding of asynchronous request handling, partial page updates, and AJAX
- Basic knowledge of image authoring tools, to be able to crop, resize, or perform small adjustments on an image. Familiarity with tools such as Gimp or Photoshop is a plus.
- Proficient understanding of code versioning tools.
- Knowledge of Agile / Scrum process, language and ceremonies is a plus.

B. SYSTEMS / BUSINESS ANALYST

- Liaising extensively with users;
- Analysing units/departmental operations;
- Translating operations requirements into highly specified project briefs;
- Identifying options for potential solutions and assessing them for both technical and business suitability;
- Drawing up specific proposals for modified or replacement systems;
- Working closely with developers and users to ensure technical compatibility and user satisfaction;
- Document the 'as-is' and identify improvements to existing solutions and business processes;
- Perform requirements gathering, documentation, and analysis;
- Validate requirements with customers;
- Drawing up a testing schedule for the complete system;
- Overseeing the implementation of a new system;
- Providing training to users of a new system;
- keeping up to date with technical and industry developments;
- Support, maintain and document software functionality;
- Integrate software with existing systems;
- Evaluate and identify new technologies for implementation;
- Project planning and project management;
- Relate information gathered on the Organization's business processes with workflows and processes defined in Microsoft Navision and CRM.

REQUIREMENTS

- Bachelor's degree in a relevant field of science / engineering.
- 4 years' experience working with information technologies and systems analysis.
- Strong computer, hardware, software, and analytical skills.
- Knowledge of working in Windows environment.
- Proven ability to assess business needs and translate them into relevant solutions.
- Strong understanding and knowledge of the principles and practices associated with database maintenance and administration
- Experience installing, configuring, documenting, testing, training, and implementing new applications and systems
- Working knowledge of some programming languages.
- Excellent analytical skills.
- Knowledge of Agile / Scrum process, language and ceremonies is a plus.

FACULTIES DIRECTORATE

8) Deputy Director, Faculties

Reporting to Deputy Registrar, Technical Services, he is responsible for providing overall intellectual leadership and guidance for all programme and activities of the seven faculties of the Institute: Auditing, Investigation and Forensic; Information Technology & Consulting; Public Finance Management; Corporate Finance Management; Taxation & Fiscal Policy; Corporate Reporting and; Insolvency & Corporate Re-engineering Faculties.

Description of Main Activities and Tasks

- viii. Provides leadership for the development of a highly effective and efficient curricula for all the faculties;
- ix. Undertakes research activities on topical, financial and economic issues as they relate to each faculty;
- x. Ensures high quality materials for each faculty programme;
- xi. Networks with senior specialists, practitioners and academics as well as with national, regional and International institutions, to ensure continued relevance of faculties materials and programmes for the profession;
- xii. Establishes and actively maintains close links with relevant national and international institutes, both to promote relevant topics to the accounting profession within their structures and to promote topical and contemporary issues of interest to the Institute and its members;

- xiii. Provides thought leadership initiatives to strategically reposition the directorate and the Institute and;
- xiv. Manages the Faculties Directorate, including functional management of the directorate, including financial management of activities, supervision and capacity building of staff in the directorate;

Internal Relationship

Relates frequently with the Registrar, the Deputy Registrar (Technical Services) and other management staff

External Relationship

Relates with other professional institutes, academics, firms and the Institute’s members

Required Skills and Competencies:

| | |
|---|--|
| <p>Functional Competencies</p> <ul style="list-style-type: none"> • Demonstrate management competencies • Strong record of facilitation • Experience in leading, managing and coordinating a broad range of developmental programmes in line with strategic objectives | <p>Organizational Competencies</p> <ul style="list-style-type: none"> • Should be capable of inspiring the confidence of boss and subordinates • Should possess impeccable integrity and proven commitment to good governance • Should be innovative, confident and must demonstrate keen interest in the organization’s activities <p>Knowledge</p> <ul style="list-style-type: none"> • Should be IT proficient • Expert knowledge of research in Economics, Accounting and Finance |
| <p>Attributes</p> <ul style="list-style-type: none"> • Should be capable of working under pressure, deliver on timelines and achieve strategic goals/targets • Excellent interpersonal skills, with the demonstrated capacity to work cooperatively and in partnership with diverse groups, while sensitively balancing the requirements of these groups | <p>Qualifications</p> <ul style="list-style-type: none"> • Minimum of M.Sc. or equivalent in Accounting or Economics (Possession of a Ph. D or equivalence will offer a distinct advantage) • Must be a Chartered Accountant <p>Experience</p> <ul style="list-style-type: none"> • Should possess at least ten (10) years |

| | |
|---|---|
| <ul style="list-style-type: none"> • High level consultation and negotiations skills | <p>relevant post professional qualification experience.</p> |
|---|---|

9) Subject Matter Expert

This role requires strong knowledge of accounting specialized fields like: Auditing, Investigation and Forensic; Information Technology & Consulting; Public Finance Management; Corporate Finance Management; Taxation & Fiscal Policy; Corporate Reporting and; Insolvency & Corporate Re-engineering Faculties

The ideal candidate must be innovative and research- inclined with good understanding of the global trends in the specialized accounting fields and key development imperatives. The role also requires strong communication and analytical skills, confidence, integrity and demonstrated ability to effectively engage diverse groups of experts and resource persons both within and outside the Institute.

In addition, the candidates must have strong administrative skills and the ability to manage time effectively to meet all deadlines as well as high expectations and the determination to consistently raise the level of achievement.

Key Accountabilities

- Liaises with and manages relationship with experts and resource persons for assigned faculties;
- Reviews and agrees each paper for presentation to and approval by the Head of Directorate and the Chair of the respective Faculty Committee;
- Organizes and obtains approval for training and certification programmes and ensures compliance;
- Acts as the in-house expert for respective faculty areas by reviewing syllabuses, maintaining up-to-date knowledge of respective areas and providing technical guidance;
- Leads and ensures compliance with quality control measures in the faculty process and improvement of all processes for respective faculties to ensure operational efficiency;
- Coordinates the review of learning materials for assigned faculty areas;
- Develops and reviews Faculty Newsletters content and follow up with productions;

- Follows up on implementation of Board decisions;
- Prepares feedback analysis report to the Faculty Board on programmes conducted;
- Acts as minutes secretary to the assigned Faculty Committee and;
- Coordinates processes and communication for completion of faculty actions from the minutes.

Education and Experience

- B.Sc./HND in Accounting, Economics.
- Qualified member of the Institute.
- A Masters and/or Doctorate degree is an advantage.
Specialist knowledge in any of the following functional areas:
Auditing, Investigation and Forensic; Information Technology & Consulting; Public Finance Management; Corporate Finance Management; Taxation & Fiscal Policy; Corporate Reporting and; Insolvency & Corporate Re-engineering
- Minimum of 5 years relevant post professional qualification experience in the private and/or public sector.

APPLICATION PROCESS

If you are qualified for any of the above positions, kindly forward your resume to: recruitment@ican.org.ng with the title of the position as your subject.

Your application must be received on or before 4.30pm on **Friday 17th June, 2022**. Please note that multiple applications will lead to disqualification. Only shortlisted candidates will be contacted.

AHMED M. KUMSHE (PROF.), FCA

Registrar/Chief Executive
Plot 16, Idowu Taylor Street,
Victoria Island, Lagos.
Website: www.icanig.org