

## **APPLY TO BECOME AN ACCA DISCIPLINARY ASSESSOR**

### **What is a Disciplinary Assessor?**

The independent disciplinary assessors are individuals with a wide range of expertise, including but not limited to accountancy and law. As arm's length decision makers in the disciplinary process, the disciplinary assessors play an integral role in assisting ACCA in providing robust, swift, fair and independent regulation in the public interest.

### **ACCA's purpose is:**

We're a force for public good. We lead the global accountancy profession by creating opportunity.

### **About ACCA**

ACCA (the Association of Chartered Certified Accountants) is the global professional body for professional accountants.

We're a thriving global community of **233,000** members and **536,000** future members based in **178** countries and regions, who work across a wide range of sectors and industries. We uphold the highest professional and ethical values.

Find out more about us at [www.accaglobal.com](http://www.accaglobal.com)

ACCA is seeking applications from those interested in becoming a disciplinary assessor.

### **Role:**

The key responsibilities of the role are:

- to act in the public interest
- consider investigation reports, evidence and disciplinary allegations referred by ACCA's Investigations department, and deciding whether there is a case to answer; if so, whether to refer it to ACCA's Disciplinary Committee or to rest the matter on file
- draft clear and well - reasoned decisions for each case considered
- work within a clear timescale to achieve an efficient throughput of cases
- review decisions of the Investigations department to close an investigation or to rest on file, when requested.

Assessors have the power to seek legal or technical advice and may direct that further enquiries should be carried out by ACCA. However, assessors have sole decision-making responsibilities.

### **Person specification:**

- proven and significant experience in making challenging and evidence-based decisions ideally within a regulatory framework and/or applying guidelines, policies and procedures
- ability to quickly analyse and interrogate a large volume of written evidence and assimilate complex facts and arguments within a legal framework

- a high level of ability in writing clear, concise and adequate reasons for decisions that are equally appropriate for members, complainants and/or a lay person. Your decisions should be capable of withstanding external scrutiny
- ability to make impartial and proportionate decisions, and remain independent and objective at all times
- ability to work constructively with others, and alone to tight timescales. Making decisions on an individual basis, while recognising circumstances in which assistance should be sought
- be adaptable to changes in procedures and processes
- a clear understanding of what the public interest entails in the context of professional regulation
- proficient in IT systems, such as MS Word, Excel, Outlook, SharePoint and Teams
- an understanding of Data Security and the importance of maintaining confidentiality at all times
- a willingness to engage with the organisation and participate in feedback and sharing of best practice.

**Fees:**

A competitive fee based on a completed case by case basis, will be offered.

It is estimated that each assessor will consider approximately 25 - 30 cases per year. However, ACCA cannot guarantee a minimum or maximum number of cases.

**Apply:**

For further information and to apply, please visit:

[www.accaglobal.com/darecruitment](http://www.accaglobal.com/darecruitment).

If you need any assistance accessing the application form, please email

[panelmemberrecruitment@accaglobal.com](mailto:panelmemberrecruitment@accaglobal.com)

**The closing date for receipt of applications is 12.00pm (noon) Monday 27 September 2021. Interviews will take place on 26 – 27 October and 2-3 November 2021.**