

DIRECTOR OF CONTINUING PROFESSIONAL DEVELOPMENT

INSTITUTE OF CHARTERED ACCOUNTANTS OF BERMUDA

The Institute of Chartered Accountants of Bermuda is seeking a Director of Continuing Professional Development who will be instrumental in assisting members of the Institute to maintain the highest level of proficiency in the profession and to comply with the Institute's Continuing Professional Development (CPD) requirements. This position will report to the President and CEO of the Institute and will also work closely with the Institute's CPD Committee.

The position will have the following primary responsibilities:

- Monitor the ongoing needs of the membership regarding appropriate courses applicable to CPD requirements of the Institute.
- Create a timetable for relevant courses and manage the organization, scheduling and promotion of those course offerings.
- Answer members' questions and correspondence on CPD matters.
- Communicate effectively with members to promote the life long learning concepts of the CPD requirements.
- Monitor compliance with members' annual and rolling three year CPD requirements and prepare periodic reports for the Committee.
- Help to coordinate the CPD Committee agenda, including preparation of reports and periodic advice to the Committee on emerging CPD issues.
- Develop and monitor the annual CPD budget in consultation with others.
- Represent the Institute to local business organizations and develop working relationships that will lead to cooperative sharing of CPD resources with other professional groups.
- Maintain current awareness of significant developments within the accounting profession and business environment.
- Assume other duties as may be required from time-to-time.

Qualifications and Experience:

Preferred candidates would have previous experience in one or more fields such as Training, Education, Organizational Development or Human Resources.

- A four-year university degree.
- Excellent management, organizational and communication skills.
- Demonstrated ability in working independently, meeting deadlines, effectively channeling and presenting information to committee members.
- Knowledge of the accounting profession an asset.
- Experience in working with volunteer membership organizations a plus.
- Experience in developing website content and e-learning processes would be very valuable.
- A working knowledge of database, word processing, spreadsheet and general ledger software.
- Excellent references supporting demonstrated abilities in the areas described.

Salary will be commensurate with the experience and qualifications of the successful candidate. Preference given to qualified Bermudians.

Interested applicants please submit a cover letter and resume to:

The President and Chief Executive Officer
Institute of Chartered Accountants of Bermuda
P.O. Box HM 1625, Hamilton HM GX
Email: agwmarion@icab.bm

Closing Date: March 14, 2014