



DIRECTOR OF CONTINUING PROFESSIONAL DEVELOPMENT

The Chartered professional Accountants of Bermuda (CPA Bermuda) is seeking a Director of Continuing Professional Development who will be instrumental in assisting members of CPA Bermuda maintain the highest level of proficiency in the profession and to comply with CPA Bermuda's Continuing Professional Development (CPD) requirements. This position will report to the President and CEO and will also work closely with the 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 CPA Bermuda.
- Create a timetable for relevant courses/conferences and manage the organization, scheduling and promotion of those course/conference offerings.
- Organise, liaise and negotiate contracts with instructors to present courses in Bermuda
- 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 CPA Bermuda 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.
- Maintain and update the website and database as it pertains to CPD
- Coordinate and develop a quarterly newsletter
- Represent CPA Bermuda at CPD Committees in Canada
- 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@cpabermuda.bm

Closing date: February 21st, 2019