

## JOB DESCRIPTION

<b>Job Title:</b>	CIPFA Marker
<b>Salary Band:</b>	Competitive
<b>Directorate:</b>	Qualifications & Membership
<b>Reporting to:</b>	Head of Qualifications and Membership
<b>Location</b>	These roles will be based from home. There may be occasions when there is a requirement to attend the London office.

## WHO WE ARE...

The Chartered Institute of Public Finance and Accountancy (CIPFA) is a UK-based international accountancy membership and standard-setting body. We are the only such body globally dedicated to public financial management.

CIPFA believes that improving public services is the key to changing lives for the better and that good public financial management is central to achieving this ambition.

Our educational and advisory services support our members, students, and other public finance professionals throughout their careers – helping them add value to their teams and the organisations for which they work.

Through our work, we help ensure public money is raised and spent with the highest degree of openness.

We are committed to making a real difference to the world we live in.

## CIPFA VALUES AND BEHAVIOURS

Values	Behaviours
We are <b>trusted</b> as independent and ethically driven.	We demonstrate transparency, authenticity and integrity, and we are trusted, as we deliver on our promises and commitments
We provide unique, specialist <b>expertise</b> .	We act commercially and use our knowledge and expertise to add value for our customers,

	members and stakeholders we deliver on our promises and commitments.
We are people focused, supportive and <b>collaborative</b> .	We respect each other, celebrate our diversity, and work together collaboratively across our different teams as oneCIPFA
We are committed to <b>innovation</b> and digital delivery.	We are dynamic, generate new ideas and feel empowered to constructively challenge the status quo to ensure we are innovative and don't get left behind.
We are <b>responsive</b> and customer oriented.	We are flexible, agile and open to change to ensure we are responsive and provide the best service to our customers

## JOB SUMMARY

To take responsibility for the marking of assessment scripts and to ensure consistency and accuracy in marking scripts. To use CIPFA's approved e-assessment platform to carrying out marking activities. To appropriately report any anomalies, inaccuracies and malpractice to the Assessment, Quality and Compliance Team.

## KEY RESPONSIBILITIES

CIPFA organises, sets and run professional assessments to enable our members to attain high levels of competence in the field of public finance.

The different assessment types that CIPFA sets are as follows:

- Multiple Choice Questions
- Short and Long Answer Questions
- Objective Questions
- Case Studies
- Projects

All of the assessments that CIPFA offers are administered by an e-assessment platform.

CIPFA are looking to recruit new Markers that can support our rigorous assessment process.

The role of the Associates are vitally important ensuring each assessment is reliable, valid, fair and robust.

- To take responsibility for the marking of all allocated assessment scripts.
- To attend standardisation meetings to ensure best practice is adhered to.
- To arrange for the marking of all scripts by the agreed deadline.
- To participate in dual marking/moderation where necessary.
- To identify, where necessary, any areas of suspected malpractice.
- To communicate with the moderator to undertake any necessary third marking.
- To produce an Examiner's report for each sitting.
- To maintain an up-to-date knowledge of issues relevant to the syllabus being examined, and to take a pro-active approach to keeping up-to-date with changes in accountancy/other relevant practice and legislation.
- To contribute to the ongoing development of CIPFA's assessment processes.
- To attend CIPFA Associate briefings (if required).

## PERSON SPECIFICATION

### QUALIFICATIONS

Relevant accounting qualification (for accounting subjects). For non-accounting subjects a relevant qualification should be held	Essential
CIPFA qualified	Desirable

### EXPERIENCE

Involved in relevant academic delivery or accounting/financial management practice	Essential
Experience of marking assessment scripts	Desirable
Experience of university/college sector	Desirable

### KNOWLEDGE & SKILLS

Up-to-date knowledge of current practices and legislation in subject area	Essential
Excellent written and verbal communication skills	Essential
Technical expertise in subject area	Essential
Excellent knowledge of English and grammar	Essential
Ability to maintain confidentiality at all times	Essential
Knowledge of current CIPFA Professional Qualification syllabus	Desirable
Excellent report writing skills	Desirable
Knowledge of CIPFA products	Desirable