

**Position:** Manager, PD Content Development  
**Reports to:** Director, Professional Development  
**Contract type:** Regular; Full Time

*The Chartered Professional Accountants of British Columbia (CPABC) is seeking a highly organized and analytical individual with excellent attention to detail for the Manager, PD Content Development role. We are proudly recognized as one of BC's Top Employers for 2020. Come join a collaborative network of like-minded professionals and take the first step towards an exciting opportunity by applying to the position.*

### **Job Summary**

Working with the Director, Professional Development and the VP, Professional Development & Education, the Manager, PD Content Development is responsible for supporting BC's role as a main authoring province for the national Professional Learning and Development Program Committee ("PLDPC"). The incumbent will be responsible for course development in conjunction with both the PLDPC and local Chapters, conference planning and financial reporting for the department.

### **Key Responsibilities:**

#### **Course Development (40%)**

- Liaise with BC authors regarding course proposal requests, including follow-up and contracting, with support from the PD Coordinator;
- Assist course instructors with onboarding, training and query responses;
- Stay abreast of emerging CPA Canada Handbook Standards, tax legislation and programs to ensure PLDPC and CPABC courses are developed and updates as required;
- Participate in PLDPC and MAPS (Main Authoring Provinces Subcommittee) meetings and calls;
- Support, coordinate and perform quality control processes (e.g. Technical Reviewer liaison, Course Proposal Compliance Reviews, Content Advisor reporting, etc.);
- In conjunction with the Director, PD, collect, aggregate and report provincial program data and contribute to the preparation of the PLDPC Annual Report;
- Work with authors, instructors and provincial PD staff to resolve issues that arise from the quality control processes;
- Initiate and manage the development / updating of CPABC-owned PD courses for Chapters;
- In consultation with authors, review and approve proposals, course material, and request changes / improvements as necessary;
- Consult with Chapter leaders on desired topics for PD courses, promoting existing courses, communicating pricing model and process changes;

#### **Conference Planning (20%)**

- In partnership with the Director, PD, organize and facilitate conference planning activities to establish themes and session topics for CPABC-hosted conferences;
- Plan content of sessions while sourcing, developing and maintaining a network of presenters;
- Review session descriptions and presenter bios, ensuring slides and materials are accurate;
- In conjunction with the PD Coordinator, ensure presenter contracts include relevant requests/notes, etc.;
- Liaise with External Affairs and Communications ("EAC") and the Events team to support the marketing of conferences (e.g. PD Nexus days) and keystone events (e.g. Pacific Summit);
- Work alongside the PD Operations team to support conference and event delivery, including promotion on the PD website and through documents (e.g. PD catalogue, Pathways flyer, etc.);

#### **Financial Reporting (15%)**

- In conjunction with the Finance team, assist with the review of monthly, quarterly and annual PD financial reporting;
- Develop and document annual PD budget, including monthly or quarterly forecasts and updates, monitoring PD operations against the budget and forecast;



- Prepare PD program statistics for reporting purposes, including assisting the VP with writing quarterly reports;

#### **Corporate Administration (25%)**

- Attend and support PLDP Instructor meetings, including “train the trainer” events, as well as PD Tax and A&A Advisory Group meetings, following through on action items;
- Manage and run the Conference PD Advisory Group, including Nexus Day Advisory Groups;
- Actively participate in all departmental and team management meetings and activities;
- Contribute to the operational and strategic planning for the PD Team;
- Other duties and responsibilities as assigned.

#### **Key Requirements:**

- Chartered Professional Accountant (CPA) designation is required;
- Ten (10) plus years of experience in Public Practice, Industry, or a combination;
- Demonstrated ability to problem solve through research and interpretation of policies, bylaws and other governing documentation;
- Excellent interpersonal, communication and presentation skills, both verbally and written;
- Ability to work collaboratively as a key member of a team and independently with minimum supervision;
- Meticulous attention to detail, refined organizational and time management skills and the ability to multi-task;
- Advanced analytical skills with the ability to deal with sensitive and complex information;
- Intermediate proficiency with MS Office, in particular Word, Excel and Outlook;
- Proven ability to prioritize competing requirements and deadlines under pressure.

#### **Preferred Experience:**

- Adult learning credentials would be an asset, but are not required;
- Previous conference planning experience would be beneficial.

If this job outline describes you, please email your **résumé** and **cover letter** to [HRCPABC@bccpa.ca](mailto:HRCPABC@bccpa.ca). This posting will remain open until filled.

We thank in advance all candidates who respond; however, only those selected for interviews will be contacted.

**Why join our team?** CPABC offers an entrepreneurial environment with a competitive compensation package. At CPABC we live our core values:

- *We Are Open*
- *We Work Together*
- *We Communicate*
- *We Improve Every Day*
- *We Are Professional*
- *We Laugh and Celebrate*

#### **About CPABC**

*The Chartered Professional Accountants of British Columbia (CPABC) is the training, governing, and regulatory body for over 37,000 CPA members and 5,000 CPA students. CPABC carries out its primary mission to protect the public by enforcing the highest professional and ethical standards and contributing to the advancement of public policy. CPAs are recognized internationally for bringing superior financial expertise, strategic thinking, business insight, and leadership to organizations. CPABC was presented with a BC Top Employer award for 2020.*