

Job Description

Job title	Quality Assurance Manager
Team	Education
Reports to	CIOT Chief Examiner
Location	Homeworker
Working hours	Part time: Contracted for 21 days (inclusive of holiday)
Salary	£8,897

Job Purpose

To be a vital part of the quality control process for the CIOT examinations taking responsibility for a particular set of CIOT examination papers.

The allocation of papers for this role will be as follows:

	QAM – Owner-Managed Businesses
Awareness	<ul style="list-style-type: none"> • Taxation of Unincorporated Businesses
Advanced Technical	<ul style="list-style-type: none"> • Taxation of Owner-Managed Businesses
Application & Professional Skills	<ul style="list-style-type: none"> • Taxation of Owner-Managed Businesses

Key accountabilities

- Attendance at the annual examiners meeting.
- In conjunction with the Chief Examiner, make decisions regarding examiner appointments.
- Mentoring the examination team, particularly new examiners.
- Liaising with the Chief Examiner and updating on the progress of draft questions.
- Participating in conference calls organised by the Chief Examiner.
- Sitting draft examination papers in the required time and feeding back comments to the examiners.
- Undertaking a detailed technical review of the draft questions and answers as well as considering whether the questions are “good” questions.
- Moderating a small sample of scripts before marking gets fully underway and then speaking to the examiners.

- Once candidates' scripts have been marked, undertaking a first moderation of 10% of the scripts (or 10 scripts if less than 100 scripts in total) to ensure that marking has been fair and accurate. Followed by a second moderation of borderline scripts. (An additional fee per script is payable for moderation.)
- Assistance in the completion of the session including the production of final answers and examiner comments.
- Managing the response to the tutorial bodies to pass to the Chief Examiner.
- Pro-actively making recommendations to improve the examination process.
- Considering the syllabus for their papers and making recommendations for updates.
- Attendance at occasional Examinations Committee meetings if requested.

Job impact (desired impact of this role)

Ensuring that the allocated papers and their accompanying answers are fit for purpose and maintain and enhance the reputation of the CTA qualification. Providing effective support to the Chief Examiner.

Skills needed to fulfil the role

- CTA qualified.
- Strong and demonstrable technical skills in the appropriate area of tax right across the syllabus for the allocated papers.
- Sufficiency and flexibility of available time for the role. The work will not be evenly spread and a prompt response is needed on numerous aspects. The role is not suitable for someone maintaining full-time employment (unless they are able to agree a reduction in their working days with their employer).
- Ability to work as a part of a team. You will be reviewing the work of examiners and it is therefore important that you are able to work with them and encourage them through the review process. You will need to work with others within the CIOT also and will need to share the vision that we work together to improve the examination process.
- Experience of the examinations process.
- An enquiring mind and strong communication skills. Whilst our questions may be demanding, they must also be clear, unambiguous and fair. You will need to be able consider whether draft questions can be misinterpreted and suggest changes to improve the style and clarity of the questions.
- Excellent time management skills. There is a tight timetable for the exam process and it is vital that the QAMs have excellent time management skills and are able to set an example to others by keeping to the timetable.