

# THE INSTITUTE OF CHARTERED ACCOUNTANTS (GHANA)

## Technical and Research Committee

### Qualification/Competencies Required

**Object of the Committee:** The Committee has been established to ensure effective discharge of the technical and research agenda of the Institute on behalf of the Council. The Committee's primary focus is to lead the process for commenting on Discussion Papers and Exposure Drafts (EDs) of the Accounting Standard Setting Bodies endorsed by IFAC and facilitate the conduct of impactful research in accountancy

**Responsibilities:** The key responsibilities of members of the committee are:

- To regularly update their knowledge on the current EDs and make meaningful inputs to the enhancement of the standards
- Supervise the technical and research activities of the Technical and Research Directorate of the Institute.
- Provide leadership for executing research projects of Institute

**Qualification/Competencies:** A member desiring to serve on this Committee should:

- Be a member in good standing at the time of application and have at least 5 years post-qualification experience
- Possess a research degree (MPhil or Ph.D.) in relevant field or be a practicing accountant not below the rank of Senior Manager of an Auditing Firm
- Show evidence of independent research work carried out.
- Good interpersonal skills with a high sense of integrity and confidentiality
- Tactful and able to communicate objectively
- Committed to attending committee meetings regularly
- Interest in the work of the committee

# THE INSTITUTE OF CHARTERED ACCOUNTANTS (GHANA)

## Admissions Committee

### Qualification/Competencies Required

**Object of the Committee:** The Committee has been established to ensure effective discharge of the agenda of the Institute on behalf of Council in relation to membership. The Committee's primary focus is to review the application of prospective members to ensure that they meet the pre- and post-qualification requirements for membership in line with Section 4(a) and 4(b) as prescribed in the Chartered Accountant Act, 1963, Act 170

**Responsibilities:** The key responsibilities of members of the Committee are to:

- Review the files of prospective members
- Shortlist suitably qualified applicants
- Make recommendations for their admission
- Review content of Induction Courses to ensure adequacy
- Participate in Graduation and Admission ceremonies

**Qualification/Competencies:** A member desiring to serve on this Committee should:

- Be a member in good standing as at the time of application and have at least 5 years post-qualification experience
- have good interpersonal skills with a high sense of integrity and confidentiality
- be tactful and able to communicate objectively
- be committed to attending committee meetings regularly
- have interest in the work of the committee in fulfilling its mandate

Note: Being a member in practice will be an added advantage

# THE INSTITUTE OF CHARTERED ACCOUNTANTS (GHANA)

## ICT Committee

### Qualifications/Competencies Required

**Object of the Committee:** The Committee has been established to make recommendations to the Institute for the upgrade of its physical ICT infrastructure to support the delivery of quality and value-added services to all stakeholders

The Committee's primary focus, is to review the existing ICT infrastructure hardware and software applications, regularity of digital marketing and make recommendations to Council for regular and continuous improvement

**Responsibilities:** The key responsibilities of members of the Committee are to:

- Review existing ICT infrastructure and make recommendations for improvement
- Review existing software applications and make recommendations for improvement
- Review and recommend digital marketing channels appropriate for virtual interactions with stakeholders

**Qualification/Competencies:** A member desiring to serve on this Committee should:

- Be a member in good standing as at the time of application and have at least 5 years post-qualification experience
- have demonstrable experience in the management of technology projects
- Have an appreciation of current ICT trends and relevant tools
- Have good interpersonal skills with a high sense of integrity and confidentiality
- Have a good understanding of business and digital strategies
- have excellent analytical and problem-solving skills

Note: Having a degree in Computer Science of IT will be an added advantage

# THE INSTITUTE OF CHARTERED ACCOUNTANTS (GHANA)

## COMMUNICATION AND PUBLICATION COMMITTEE

### Qualifications/Competencies Required

- Object of the Committee:** The Committee has been established to make recommendations to the Institute in relation to events, activities and publications targeted at members and students.  
The Committee's primary focus is to ensure that all events, marketing activities including communication and digital marketing are fit for purpose and project the ICAG brand
- Responsibilities:** The key responsibilities of members of the Committee are to:
- Review Institute's events calendar and make recommendations to Council
  - Review themes, topics and facilitators earmarked for statutory events and activities and present recommendations to Council.
  - Provide input into content of members' and students' quarterly journals
  - Consider other issues related to corporate communication, sponsorships, etc.
- Qualification/Competencies:** A member desiring to serve on this Committee should:
- Be a member in good standing as at the time of application with and have at least 5 years post-qualification experience
  - Have demonstrable experience in the corporate communications, marketing and events management
  - Have good interpersonal skills with a high sense of integrity and confidentiality
  - Have a good understanding of image-building and branding strategies
  - Have appreciable knowledge in current affairs and local topical issues related to accountancy
  - Be result-oriented, flexible and adaptable
  - Have strong reading and writing skills
  - Be one that pays attention to detail
  - Have the ability to prioritize and effectively manage time
  - Be tech savvy and be familiar with digital marketing techniques

# THE INSTITUTE OF CHARTERED ACCOUNTANTS (GHANA)

## EDUCATION AND TRAINING COMMITTEE

### Qualifications/Competencies Required

**Object of the Committee:** The Committee has been established to make recommendations to the Institute in relation to accountancy education and training appropriate for members and students

The Committee's primary focus is to make recommendations to Council regarding education and training activities organized for the benefit of members, students and the general public

**Responsibilities:** The key responsibilities of members of the Committee are:

- To scrutinize applications for students' registration and exemptions appropriately granted
- To recommend education and training policy of students and post qualification training policy for members
- To promote as appropriate, the provision of educational and training services for registered students
- To consider and make recommendations to Council on the type of literature required for the Library
- To consider and make recommendations to Council on policy matters relating to the operation of the Library
- To monitor the training programmes held for registered students
- To keep under constant review, developments in the accountancy profession, including the demands made on the profession by business and government and make recommendation to Council on the appropriate measures required to be taken by the Institute to satisfy these demands
- To monitor the regular review of the syllabus and matters relating to the professional content and standards of the Institute's examinations
- To review and make recommendations to Council on the conditions for the registration of students
- To ensure the maintenance of a register of students

**Qualification/Competencies:** A member desiring to serve on this Committee should:

- Be a member in good standing as at the time of application and have at least 5 years post-qualification experience
- Be a member in public practice or working as a faculty member of a tertiary institution
- Have good interpersonal skills with a high sense of integrity and confidentiality
- Have experience working in an academic environment or accountancy practice environment
- Have appreciable knowledge of accountancy in business and practice
- Be result-oriented, flexible and adaptable
- Be one that pays attention to detail

# THE INSTITUTE OF CHARTERED ACCOUNTANTS (GHANA)

## EXAMINATIONS COMMITTEE

### Qualifications/Competencies Required

**Object of the Committee:** The Examinations Committee has been set up to support and provide oversight over the work of the Examinations Department and report regularly to the Council. The Committee focusses on providing an independent and objective review of test development, and administration of the CA Professional and the ATSWA examinations of the Institute

**Responsibilities:** The key responsibilities of members of the committee are:

- To ensure that the interests of the Institute as an examining body are represented and protected in negotiations with other professional bodies and other institutions or agencies
- To ensure the holding and proper conduct of the Institute's examinations and to review the awards of prizes to deserving examination candidates as the committee may from time to time decide
- To review and make recommendations to council on the level of remuneration of examination supervisors, invigilators and script markers
- To ensure examiners and moderators of the Institute's examinations are adequately trained
- To make recommendations for purposes of improving on the processes of both the CA professional and ATWSA examinations
- To report to Council, the results of examinations taken and make recommendations on observations and findings

**Qualification/Competencies:** A member desiring to serve on this Committee should:

- Be a member in good standing at the time of application and have at least 10 years post qualification experience.
- Not be an Examiner and or a Lecturer providing tuition towards the CA Professional or ATSWA examinations
- Not have a ward or close relation pursuing the ICAG professional or ATSWA qualification.
- Be fair, firm, independent, meticulous and of high integrity and confidentiality

**Note:** Having an IT Background will be an added advantage

## THE INSTITUTE OF CHARTERED ACCOUNTANTS (GHANA)

### PROFESSIONAL STANDARDS AND ETHICS COMMITTEE (PSEC)

#### Qualification/Competencies Required

**Object of the Committee:** PSEC has been set up to support and provide oversight over the work of the various departments that monitor and or provide services on professional standards and report regularly to the Council

**Responsibilities:** The key responsibilities of the Committee are:

- To consider all matters relating to the standards of professional work to keep under review and monitor compliance with all matters relating to professional ethics and rules of professional conduct
- To facilitate the provision of advice and/or information including the circulation of accounting/auditing standards to Members of the Institute
- To investigate allegations of professional misconduct referred to it by Council concerning a Member or a registered student of the Institute and to report to Council its findings on the matters in respect of such cases

**Qualification/Competencies:** A member desirous of serving on this Committee should

- Be a member in good standing at the time of application and have at least ten (10) years post-qualification experience.
- Have a working knowledge of financial reporting standards (IFRS, IPSAS, etc.).
- Have a working knowledge of auditing standards (International Standards on Auditing, International Standards for Supreme Audit Institutions, etc.)

Additional requirements:

- Must be at least of Senior Manager grade in an auditing firm with full-time professional staff of twenty-five (25) and above; or
- Must be working with a government regulatory agency (BoG, NIC, NPRA, SEC, etc.) and of Director grade; or
- Must be a partner of an SMP possessing not less than ten (10) years practice experience at partner level; or
- Must be a civil servant with ten (10) years' experience at managerial level in an MMDA.

# THE INSTITUTE OF CHARTERED ACCOUNTANTS (GHANA)

## MEMBERS SERVICES COMMITTEE (MSC)

### Qualification/Competencies Required

**Object of the Committee:** Member Services Committee has been established to support and provide oversight over the work of the department that monitors and or provide services to members, and report regularly to the Council

**Responsibilities:** The key responsibilities of the Committee are:

- To consider all matters relating to the welfare of members
- To facilitate the networking of members through active participation in the District Societies
- To complement the activities of the Institute in the provision of continuous professional education to members
- To offer opportunity to mentor and nurture young talent for the profession through second and tertiary institutions;
- To create opportunities that are beneficial to members as a result of their membership.

**Qualification/Competencies:** A member desirous of serving on this Committee should

- Be a member in good standing at the time of application and have at least ten (10) years post-qualification experience
- Be an executive member of a district society
- Be actively involved in the work of the district societies' corporate social responsible activities
- Be actively employed in business, commerce, academia, public sector or private sector