



Institute
and Faculty
of Actuaries

Quality Assurance Scheme Committee - Actuarial and Lay Members

The Quality Assurance Scheme (QAS) is a voluntary global accreditation scheme for organisations, or parts of an organisation, that employ actuaries.

The objectives of the QAS are:

- to promote professionalism in Organisations that employ actuaries, in relation to their actuarial work
- to encourage actuarial employers to ensure effective support is in place for technical and ethical issues faced by actuaries
- to promote effective quality assurance at an organisational level and thereby, indirectly, the quality of actuarial work
- to promote greater confidence in the work of actuaries
- to provide an important mechanism to proactively identify issues affecting the quality of actuarial work
- to encourage a culture of continuous improvement in the changing working environment

Read more about the QAS [here](#).

The QAS Committee reports into the Regulatory Board and carries out a number of tasks in relation to the QAS including determining applications for accreditation, monitoring of QAS accreditations and identifying areas of Best Practice in relation to the QAS objectives. The QAS Committee works closely with the IFoA's Executive team in relation to all aspects of the Scheme.

Task and Person Specifications:

Task Specification

Members of the QAS Committee will work together and be involved in discussions and decision-regarding:

- applications for QAS accreditation (including renewals)
- applications for Lead Senior Quality Assurance Representatives (SQARs) and providing input into the SQAR Forums
- reviewing the Annual Returns provided by Organisations
- monitoring QAS accreditations, as set out in the [QAS Handbook](#), including powers of suspension and withdrawal of accreditation
- raising awareness of the QAS
- other matters of relevance to the QAS as necessary

All necessary travel expenses will be reimbursed in line with IFoA policies. Lay members are remunerated in line with the IFoA's usual honorarium for Committee members.

Tenure

This is a three year appointment, with the potential for renewal for a further three years. There may be flexibility with this tenure and applicants are encouraged to discuss any requirements with the QAS Manager.

Time commitment

The QAS Committee usually meets every quarter with additional meetings held as a response to peaks in workload. Meetings will be held at an appropriate time of the day to include all members joining from different regions. Papers tend to be sent out a fortnight before the meetings and committee members are expected to make time to read them to ensure that they can participate in the discussion during the meeting.

It may also be necessary to have ad-hoc additional meetings to discuss particular issues. Meetings are usually held by video call.

Confidentiality

The Committee may deal with matters which are potentially commercially sensitive, Committee members must declare any conflicts of interest (including apparent or potential conflicts) and will also be required to keep information confidential.

Reporting

Committee members will report to the lay Chair, who reports to the Regulatory Board.

Person Specification

As the QAS is open to any organisation that employs actuaries therefore it is hoped to achieve some balance, in the makeup of this Committee in terms of experience of different types of employers and experience of working in different geographic areas.

We are therefore particularly keen to hear from members who have experience of working outside the UK.

Note: Actuary applicants must be a Fellow or Associate Member of the IFoA.

Post-holders will ideally be able to demonstrate the following skills and experience:

Essential criteria:

- Recent experience of working in an actuarial environment in a senior role/at senior level (Actuary members only)
- Recent experience of working in a senior role/at a senior level in a relevant professional services or other similar environment
- excellent written and verbal communication skills
- a proven ability to work effectively with others as part of a team
- possess a good understanding and working knowledge of good practice in terms of quality assurance policies and procedures including, but not limited to: conflicts of interest, work review, development and training, speaking up and complaints handling

- demonstrable knowledge and understanding of ethical and professional issues

Desirable criteria:

- experience of working with or membership of a committee or board
- experience of dealing with accreditation schemes and/or application processes for kite marks
- experience of drafting and/or implementing processes and procedures that relate to the assurance of the quality of actuarial work
- experience of developing or implementing governance process and procedure frameworks within the workplace

Benefits of participating

This presents an opportunity for members and others with an interest in the QAS to get involved at this next stage of the IFoA's flagship scheme that focuses on how processes and procedures relating to assuring quality of work are truly embedded within the culture of an organisation.

It allows those volunteers to help shape the QAS and to ensure that it is a successful scheme which provides value and benefit to members, the public, businesses and the actuarial profession as a whole.

It may also provide opportunities for some to be able to claim CPD in line with the requirements of their professional body.

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