



Institute and Faculty of Actuaries

Quality Assurance Scheme Sub-committee - Actuarial 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 effective quality assurance at an organisational level; to promote confidence in the work of actuaries; and to provide an important mechanism by which to proactively identify issues affecting the quality of actuarial work.

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

The QAS Sub-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 Sub-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 Sub-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, renewal and withdrawal
- raising awareness of the QAS
- other matters of relevance to the QAS as necessary

This is a volunteer role and all necessary travel expenses will be reimbursed in line with IFoA policies.

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 Sub-Committee currently meets every quarter, with a follow up (short) meeting a month later if necessary. Meetings will be held at an appropriate time of the day to include all members joining from different regions. There will also be time required to read papers in advance of meetings.

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

Confidentiality

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

Further guidance on this can be found in the IFoA's [Volunteer Information Pack](#)

Reporting

Sub-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 Sub-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 as Pensions Consultants.

Note: Applicants must be a Fellow or Associate Member of the IFoA, or of a relevant professional body.

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

Essential criteria:

- a minimum of five years' experience of working in an actuarial environment, preferably spent, at least partly, in a senior role
- excellent written and verbal communication skills
- a proven ability to work effectively with others as part of a team
- currently working in an actuarial role within an organisation or have recently (last 12 - 18 months) done so
- 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

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 a cutting edge 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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