



**aat** Accountants  
for the real world

# **Appointment of the Professional Regulation and Standards Compliance Board Chair, and Awarding Organisation Compliance Board Chair**

**November 2024**

Reference: **QBREB, QBREC**



## An introduction

Thank you for your interest in AAT's independent Board Chair roles. As both an awarding organisation and a professional body, the roles as Chairs of AAT's independent Boards play a vital part in maintaining high levels of trust in AAT and provides assurance that we are committed to high standards of delivery across our responsibilities.

AAT is the Association of Accounting Technicians, the world's leading professional body for accounting technicians. It is a UK company, limited by guarantee, registered as a Charity. AAT has a commitment to the public interest, AAT's mission is to cultivate an inclusive community of accounting professional, empowering them with practical skill to tackle the evolving challenges of today's dynamic business landscape.

We develop finance qualifications that ensure business can draw upon skilled people, fully equipped to meet its challenges head-on. We believe everyone should have the opportunity to unleash their career ambition – so we make it happen. We break down barriers, empowering more people with the real-world expertise valued by organisations in all sectors.

AAT is also a major Awarding Organisation, providing tens of thousands of learners every year with award-winning NQF L2-L4 qualifications which are valued by employers and are recognised by all four of the UK's qualifications authorities, as well as a number of international regulators. By some measures AAT is the largest provider of accounting and finance skills in the UK. With more than 85% of all accounting apprenticeships undertaken in the UK underpinned by AAT qualifications, it is undisputably the market leader in accounting apprenticeships. But AAT's qualifications and short courses extend beyond trainees, with more than 5,000 employers counting on AAT when it comes to upskilling or professionalising their talent.

As part of the AAT community, our nearly 124,000 members and students belong to an inclusive association of accountancy professionals around the world. With access to a network of insights, opportunities and lifetime learning – we keep skills up to date, relevant and ready for business.

We are committed to being an inclusive and welcoming place to work. We encourage applications from diverse candidates and make recruitment decisions based on skill and experience. We are a disability-confident committed employer and have signed up to the Race at Work Charter. We have also signed up for the Women in Finance Charter, and in 2022 we exceeded our target for appointing females into senior positions.



## Our highlights in 2023–24



Our **Accountable campaign** successfully resulted in the first public commitment made by a UK Government to consider mandatory membership of a professional oversight body for tax practitioners.

We successfully embarked on the delivery of our **2030 strategy** by reorganising our divisions into three new portfolios, centred around our customers, and establishing new Executive and Senior Leadership teams.

We launched the new **AAT Store** in May 2023 to showcase the full CPD and training portfolio facilitating sales of £535k of products during the year.

We redeveloped the **Level 3 EPA** to become a mandated apprenticeship qualification and moved the EPA platform to the cloud, making assessments available on demand.

Completion rates this year for all of our qualifications and levels was a combined **14% higher** than the previous year.

Starts among those studying an accountancy apprenticeship with AAT **rose 17%** on the previous year and we increased the number of businesses offering our apprentice qualifications by 24%.

We launched a new digital version of **AT magazine**, which has currently registered 8,302 affiliate and professional members.

We won a Memcom award for our latest **accelerAATe online student conference**, which this year, for the first time, achieved over 10,000 registrations.

We had a busy year in **Botswana** including launching a partnership with a youth-oriented NGO and the delivery of a localised tax qualification pathway.

In the **Gulf** region, our Q2022 qualifications gained greater recognition from the Bahrain Qualifications Authority (BQA).

We launched a new campaign on **AML supervisory reform** in response to the Government's consultation, drawing attention to risks and transitional challenges.

We delivered a suite of **wellbeing resources** for students.

We helped our students and members progress their careers by issuing a record **35,052 certificates** of qualification completion across all levels.

We greatly expanded our members' **CPD programme**, increasing our offer from 12 to 178 courses.

We developed our **AAT licensed application** process to support members and enhance standards through the delivery of the License Application Standards test.

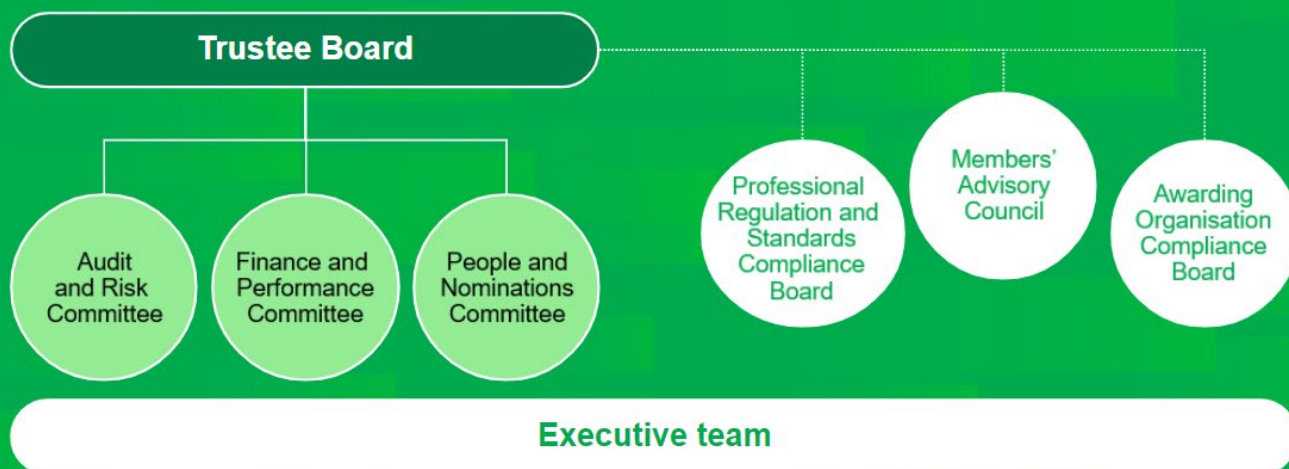
We expanded the inclusivity of our product portfolio with innovative and affordable offers, including bite-sized **support resources** for members with low incomes.

## Our charitable objectives

Our charitable objects underpin our business model and strategy:

1. to advance public education and promote the study of the practice, theory and techniques of accountancy;
2. (a) to prevent crime; and
  - (b) to promote the sound administration of the law for the public benefit by promoting and enforcing standards of professional conduct amongst those engaged in accountancy by monitoring and supervising their compliance with money laundering legislation.

## The Governance structure and an overview of the two boards



AAT is undertaking a change to its governance structure and alongside these roles will be welcoming a new AAT Board, that will take on the role of Trustees and be the highest decision maker. The Professional Regulation and Standards Compliance Board and the Awarding Organisation Compliance Board are two independent groups that report to the Trustee Board. These Boards are already established and will continue into the new structure.

### The Professional Regulation and Standards Compliance Board

The PRSC Board's purpose is to secure, maintain and develop AAT's high standards in relation to membership eligibility, professional conduct, ethics, and disciplinary procedures. It provides advice on eligibility requirements and promotion of the membership. It also provides advice on professional regulatory investigations, disciplinary and standards issues. AAT's Disciplinary and Conduct Panel reports into the PRSC Board. The PRSC Board meets four times a year and the Chair will present to the AAT Trustee Board twice a year in person.

### The Awarding Organisation Compliance Board

The AOC Board's purpose is to oversee and advise on AAT's continuing recognition and compliance in relation to the regulatory requirements of UK and international qualification regulators and other bodies. It oversees the process for self-evaluation for regulatory compliance statements and the related performance of awarding organisation functions. The AOC Board meets three times a year and the Chair will present to the AAT Trustee Board once a year in person.

## The Professional Regulation and Standards Compliance Board

As an organisation, AAT recognises and benefits from a diverse workforce and is keen to ensure diversity throughout the governance structure. While all applications are welcome, we would be particularly interested to hear from candidates with specific relevant/board experience.

The PRSC Board sits outside AAT's formal governance framework to ensure greater independence and objectivity in the key area of professional regulatory oversight, however the Board feeds directly into AAT's governing Board. The purpose of the PRSC Board is to secure AAT's high standards by maintaining and developing membership eligibility, professional conduct, ethics, and disciplinary framework, policies and procedures.

### Responsibilities of the Chair

- Providing leadership to the Board and chairing meetings of the Board.
- Overseeing AAT's professional standards and regulation framework and operation, including overall responsibility for ensuring that, as an Anti-Money Laundering professional body supervisor, AAT meets its obligations under the Money Laundering Regulations 2017.
- Overseeing the activities undertaken by the Professional Standards Director, particularly in relation to their responsibilities as Single Point of Contact (SPOC).

### Key terms:

- Candidates are not required to be members of AAT.
- Meetings will take place four times per year with two in person at the AAT offices and two online.
- The roles will not be remunerated, and all reasonable expenses will be paid in accordance with the Expenses Policy.
- Terms of Office will be three years with the option to be re-appointed for a second three-year term.
- Applicants from all backgrounds and professions are invited to apply.

## PRSC Chair Specification

### Knowledge and experience:

- Understanding of the role of a Chair and has senior manager experience.
- Knowledge of accountancy or professional services regulatory frameworks or the willingness to rapidly gain this.
- Has demonstrable experience in the following areas
  - Professional conduct and disciplinary matters
  - Professional body development and regulation
  - Practice licensing
  - Professional practice quality assurance (including CPD)
  - Membership category development
  - Anti-Money Laundering
  - Professional ethics
- Previous Non-Executive Director experience is desirable.
- Knowledge and understanding of AAT; its work and the context it works within or the willingness to rapidly gain this.
- Demonstratable experience of building and sustaining a variety of external relationships with key stakeholders, to support delivery of organisation objectives.

### Skills and qualities:

- Ability to involve all Board members, listen to others' contributions, challenge in a constructive way, and reach consensus.
- Ability to provide leadership and direction to Board meetings as well as manage conflict.
- Leads by example.
- Able to exercise sound judgement, that is evidenced-based.
- Excellent communication and interpersonal skills.

## The Awarding Organisation Compliance Board

As an organisation, AAT recognises and benefits from a diverse workforce and is keen to ensure diversity throughout the governance structure. While all applications are welcome, we would be particularly interested to hear from candidates with specific relevant/board experience.

The AOC Board sits outside AAT's formal governance framework to ensure greater independence and objectivity, however the Board feeds directly into AAT's governing Board. The purpose of the AOC Board is to oversee and advise on AAT's continuing recognition and compliance in relation to the regulatory requirements of UK and international qualification regulators and other bodies.

### Responsibilities of the Chair

During their tenure, the Chair is responsible for:

- › Providing leadership to the Board and chairing meetings of the Board.
- › Overseeing the process of self-evaluation of awarding organisation functions and agreeing annual regulatory compliance statements and other reports for approval by AAT's governing Board.
- › Reviewing and advising on the performance of awarding organisation functions to ensure AAT's compliance in relation to the development, delivery and award of AAT qualifications and End Point Assessments (EPAs).

### Key terms:

- › Candidates are not required to be members of AAT.
- › Meetings will take place three times per year with one in person at the AAT offices and two online.
- › The roles will not be remunerated, and all reasonable expenses will be paid in accordance with the Expenses Policy.
- › Terms of Office will be three years with the option to be reappointed for a second three-year term.
- › Applicants from all backgrounds and professions are invited to apply.



## AOC Chair Specification

### Knowledge and experience:

- Understanding of the role of a Chair and has senior manager experience.
- Knowledge of awarding organisation sector or the willingness to rapidly gain this
- Has demonstrable experience in the following areas
  - Qualification regulators in the UK and internationally
  - Compliance and quality assurance around regulated qualifications
  - Design and development of regulated qualifications and related assessments
  - Funding frameworks
  - Further education
  - Apprenticeships and End Point Assessment
  - Professional bodies
  - International development
  - Digitalisation and technology in education
- Previous Non-Executive Director experience is desirable.
- Knowledge and understanding of AAT; its work and the context it works within or the willingness to rapidly gain this.
- Demonstrable experience of building and sustaining a variety of external relationships with key stakeholders, to support delivery of organisation objectives.

### Skills and qualities:

- Ability to involve all Board members, listen to others' contributions, challenge in a constructive way, and reach consensus.
- Ability to provide leadership and direction to Board meetings as well as manage conflict.
- Leads by example.
- Able to exercise sound judgement, that is evidenced-based.
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## PRSC and AOC Chairs Suitability criteria

Candidates for the role must be suitable for the role. This essentially means that there is nothing connected to the candidate that could potentially bring the office or AAT into disrepute. This will include, but not necessarily be confined to:

- › any instances, or unresolved allegations, of professional misconduct
- › any unspent convictions (excluding minor motoring offences)
- › any offences, whether spent or unspent, involving fraud
- › any matter that could lead to disqualification as a director or trustee.

A candidate has an obligation to declare whether there is any matter that could potentially bring the office or AAT into disrepute, and to authorise the governance team to carry out checks to determine the same.



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*ready to deliver***

## Brief description of the process and key dates

Saxton Bampfylde is acting as employment advisor agency to AAT. Following the longlist meeting, candidates will be invited to attend an online preliminary interview with Saxton Bampfylde. Following a shortlisting meeting of the selection panel, shortlisted candidates will be invited to attend a final interview. Key dates for the process can be found below.

### Key dates

Application deadline	Noon 18 December 2024
Longlisting	9 January 2025 (candidates not required, date for info)
Shortlisting	23 January 2025 (candidates not required, date for info)
Interviews	4 and 5 February 2025
First meeting AOC Board	12 March 2025 and 9 July 2025
First meeting PRSC Board	26 February 2025 and 11 June 2025



## How to apply

**Saxton Bampfylde Ltd is acting as an employment agency advisor to AAT on this appointment.**

Candidates should apply for this role through our website at [www.saxbam.com/appointments](http://www.saxbam.com/appointments) using code **QBREB** and **QBREC** for the Advisory Board Chair roles.

Click on the 'apply' button and follow the instructions to upload:

- a CV
- cover letter
- complete the online diversity monitoring\* form

The closing date for applications is noon on **Wednesday 18 December 2024**.

\* The diversity monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

As a Disability Confident employer, we will guarantee an interview for people with disabilities who meet all the essential criteria and so if you would like to be considered under this scheme then please let us know.

### **GDPR personal data notice**

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.



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