



Date: 27 August, 2008

Ref no: 14-2008-0111

Terms of Reference – Back-office Experts

- for Reference Panel experts of the INTOSAI PSC Financial Audit Guidelines Subcommittee (FAS), appointed as Back-office Experts (BO) to either a Special Experts Team (SET) or an IAASB Task Force.

Background

FAS leads the work of producing guidelines for financial auditing in the public sector which will form in depth guidance to the INTOSAI Fundamental Auditing Principles (previously the INTOSAI Auditing Standards). These guidelines will be included in the fourth level of the ISSAI (International Standards of Supreme Audit Institutions) hierarchy of standards and guidelines in INTOSAI.

To achieve the above FAS shall, with the aid of experts nominated by INTOSAI members, participate in the development of International Standards on Audit (ISAs) by the International Auditing and Assurance Standards Board (IAASB) and develop Practice Notes to the related ISAs. The aim of participation is to assist the IAASB to incorporate in its standards, to the greatest degree possible, the specific conditions of public sector financial audits. The Practice Note will together with the relevant ISA constitute one guideline (or ISSAI).

To support a Special Experts Team a group of Back-office Experts of approximately 30 members of the Reference Panel will be appointed. They are selected by the FAS Secretariat based on their expertise and experience with consideration for representation of a variety of INTOSAI regional groups and SAI models. The purpose of appointing a large group of experts of the Reference Panel as SET Back-office Experts is to ensure input from different geographical regions and audit systems and cultures, on each Practice Note drafted by a Special Expert Team, before it is published as an exposure draft.

To support an INTOSAI expert participating in an IAASB Task Force at least one Back-office Expert will be appointed.

Objective

The objective for the Back-office Experts is to provide early input on public sector issues in the process of either developing Practice Notes in a Special Experts Team or developing an ISA (and subsequently a Practice Note) in an IAASB Task Force. By engaging Back-office Experts, FAS strives to improve the quality and increase the applicability of the Practice Note at an early stage, and to thereby decrease the need for substantial comments during the exposure period.

The work of a Back-office Expert is carried out separately by each appointed expert. The FAS Director decides when the work of a Back-office Expert is concluded.

Responsibilities

The responsibilities of the Back-office Experts:

- In a timely manner, review documents, discuss issues and provide technical advice and support to the expert in order to achieve the objectives.
- Draw on their wider network of contacts across the audit community to better reflect the broadly based interest of INTOSAI.
- Participate and contribute her/his particular expertise without representing their own institution (SAI), but with the ambition to reflect the broadly based interests of INTOSAI.
- Consider if the early draft of a proposed Practice Note gives high quality public sector guidance on issues relating to the relevant ISA.
- Consider if and how the proposed Practice Note relates to or affects previously developed INTOSAI standards and guidelines, and propose changes if needed.
- Consider, and if necessary, propose and suggest wording on additional issues to be included in the Practice Note.
- Within the set time limits review the proposed Practice Note(s), and provide clear and constructive comments to the SET in the format requested in order to achieve the SET's objectives.