

# Job Description

<b>Position</b>	<b>Marker – CPA Marking</b>
<b>Location</b>	Home-based marking for previous markers (have marked for at least two semesters since S2 2021). New markers – Pearson Australia Marking Centre, Nunawading VIC.
<b>Marking</b>	Markers are required to be available for the entire duration of training and marking, however may not be required for the whole time indicated. Please refer to <a href="http://cpamarking.com.au">http://cpamarking.com.au</a> for up to date training and marking dates and times.  Successful applicants for this role are entitled to claim four CPD hours.
<b>Objective</b>	Markers will mark all candidate responses using the online marking software (eMARK). Reporting to a Supervisor, markers will work in teams of between six to eight markers. All marks awarded will be closely monitored ensuring that marking quality standards are adhered to and maintained.
<b>Key Accountabilities</b>	<ul style="list-style-type: none"><li>• Attend and successfully complete marker training for the training times outlined.</li><li>• Follow the online marking procedures and instructions given.</li><li>• Mark candidate responses using the online marking system accurately, in accordance with instructions given and by applying the marking scheme.</li><li>• Take account of any further guidance that may be issued by the Supervisor or Group Leader when marking.</li><li>• Maintain the security and confidentiality of all assessment and quality control information and materials.</li><li>• Complete marking in an efficient, effective and professional manner.</li><li>• Carry out any other tasks that are assigned to you by the Supervisor or Group Leader.</li></ul>

## Attributes

- Have good computer literacy.
- Have sound knowledge of the Subject you are allocated for marking.
- Receptive to ongoing support and instruction regarding the marking of questions as part of quality assurance protocols.
- Be able to work as part of a team and can work in accordance to target marking rates.
- Be punctual and professional.

## Requirements

### Ethics and Governance, Strategic Management Accounting

- A full member of CPA Australia – to mark exams, members must have advanced to full member status a minimum of twelve months prior to the marking event.
- A member in good standing and financial for the year of marking.

### Global Strategy and Leadership

- A full member of CPA Australia – to mark exams, members must have advanced to full member status a minimum of twelve months prior to the marking event.
- A member in good standing and financial for the year of marking.
- A minimum of five years' relevant experience at a senior level. Relevant experience includes roles with a focus on strategy and management.

### Australia Taxation, Australia Taxation – Advanced

- A full member of CPA Australia – to mark exams, members must have advanced to full member status a minimum of twelve months prior to the marking event.
- A member in good standing and financial for the year of marking.
- Minimum two years' relevant experience in roles involving complex tax obligations within Australia.
- A Registered Tax Agent (RTA) (preferred).
- A licensed Public Practitioner (preferred).