

IAASA Finance Officer
Post advertised: 23 March 2018

1. IAASA

The Irish Auditing and Accounting Supervisory Authority (IAASA) is the independent body in Ireland responsible for the:

- examination and enforcement of certain listed entities' periodic financial reporting;
- oversight of the Recognised Accountancy Bodies' functions in respect of statutory auditors and supervision of the regulatory functions of the Prescribed Accountancy Bodies;
- adoption of standards on auditing, professional ethics and internal quality control; and
- the inspection and promotion of improvements in the quality of auditing of Public Interest Entities.

IAASA is a state body established in 2006 and carries out its functions under the provisions of the Companies Act 2014. As such, its employees are public servants.

2. Post overview

The Finance Officer will assist the Corporate Service Manager in the efficient delivery of the Authority's finance function, particularly in the areas of travel and general payment processing.

3. Essential requirements

Candidates will have a minimum of two years' experience in a similar role. While not essential, a professional or third-level qualification in accounting or related discipline, and/or familiarity with public sector processes and procedures would be an advantage.

The successful candidate will also be able to demonstrate:

- the ability to work as part of a team;
- a logical approach to task management;
- an understanding of the payments process; and
- a proficiency in the use of ICT, particularly experience in the use of Microsoft Outlook and Excel.

4. Indicative description of principal duties and responsibilities

A detailed job description is set out in Appendix I. As a member of a small team, duties will be wide and varied. The key areas of responsibility include:

- acting as principal travel arranger for Authority staff;
- payment processing;
- maintenance of registers and spreadsheet records; and
- other duties as they arise appropriate to the role of Clerical Support Officer.

The foregoing is indicative only and duties may be altered from time to time, as considered necessary or otherwise appropriate, at the discretion of the Head of Unit or the Chief Executive.

5. Salary

This is a permanent position and the salary scale for new entrants to the public service is:

€23,108	€24,619	€25,004	€25,753	€26,858	€27,961
€29,065	€30,168	€31,240	€32,315	€33,070	€34,133
€35,188	€36,836 (n-max)		€38,131 (LSI 1) ¹	€38,724 (LSI 2) ²	

¹ Following 3 years on the maximum

² Following 6 years on the maximum

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Increments, subject to satisfactory performance, may be awarded annually.

Alternative arrangements may apply to serving public servants. The rate of total remuneration may be adjusted from time to time in accordance with government pay policy as applying to public servants generally.

6. Other terms of employment

6.1. *Superannuation:* All IAASA employees will be members of the Single Public Service Pension Scheme, unless they were public servants not more than 26 weeks before the commencement, or on a career break or secondment. Full details on the Scheme and exceptions are available at <http://per.gov.ie/single-scheme>. If you are not eligible to join the Single Public Service Pension Scheme, you will be a member of the IAASA Employee and Employees' Spouses, Civil Partners & Children's Superannuation Schemes. In either case, contributions³ are deductible at the rate of 3.5% of net pensionable remuneration and 3% of pensionable remuneration. Information on these Schemes will be forwarded to you on request.

The Public Service Pensions (Single Scheme and Other Provisions) Act 2012, which became law on 28 July 2012, imposes a 40 year limit on the total service which can be counted towards pension where a person has been a member of more than one public service pension scheme, other than the Single Scheme. This may have implications if you acquired pension rights in a previous public service employment. The Act also applies abatement of pension for all Civil and Public Servants who are re-employed across the wider public service. This may have pension implications if you are currently in receipt of a Civil and/or Public Service pension or have a preserved Civil or Public Service pension which will come into payment during this employment.

6.2. *Location:* The role is based in Naas.

6.3. *Annual Leave:* The annual leave allowance is as applicable to a civil service Clerical Officer, currently 22 days, rising to 23, 24, 25 and 26 days after five, ten, twelve and fourteen years respectively. This is in addition to statutory public holidays and Good Friday.

6.4. *Continuing Professional Development:* IAASA supports participation in relevant training and professional development courses related to an employee's business activities.

7. Application procedure

Persons interested in this role should send a curriculum vitae together with a brief covering letter setting out how they meet the above requirements, to:

Patricia Daly
Corporate Services Manager
IAASA
Willow House
Millennium Park
Naas, Co Kildare

or

recruitment@iaasa.ie

The deadline for the receipt of applications is **5:00pm on Wednesday, 11 April 2018**. Late applications will not be considered.

³ Different rates may apply to those who have been employed continuously in the public service since 6 April 1995.

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8. Selection process

The selection process includes the following elements:

- Dependent upon the number of applications received, the Authority may shortlist respondents. In the event that this is the case, short-listing will be based solely on the material submitted.
- Thereafter, applicants, or in the event of short-listing those respondents that have been shortlisted, shall be invited for interview on 26 April 2018.

9. Further information

Persons interested in having a confidential discussion regarding this role should contact IAASA on (045) 983 616.

Further information on IAASA and its activities can be obtained at www.iaasa.ie.

IAASA is committed to a policy of equal opportunities and welcomes applications from people with disabilities.

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Job Title: Finance Officer (CO)

Reporting To: Corporate Service Manager

To assist the Corporate Service Manager ('CSM') in the efficient delivery of the Authority's finance function

1. Travel Officer

- To liaise with Club Travel and arrange all flights;
- To arrange all accommodation booking, in consultation with Club Travel as appropriate;
- To maintain foreign travel registers;
- To review the Club Travel portal weekly and advise the CSM of any anomalies;
- To review all staff/Board expense claims for consideration by the CSM;
- To update and maintain registers of mileage travelled and insurance indemnity forms

2. Payments

- To maintain the Purchase Order database.
- To check invoices received in accordance with IAASA procedures;
- To prepare a weekly payment run of invoices;
- To enter data on iBB and prepare necessary report for payment review;
- To liaise with senior managers/Board members to ensure times authorisation of payments;
- To assist the CSM with the preparation of PSWT documentation.

3. Credit Card

- To maintain a log of all credit card payments,
- To maintain a file of supporting documentation relating to all such payments.
- To prepare a report for monthly sign-off by the Chairperson

4. To provide reception cover as required, including preparation for meetings.

5. Other duties as they arise appropriate to a Clerical Support Officer.