

# Senior Supervision Manager

## Post advertised: 29 June 2018

### 1. Introduction

The Irish Auditing and Accounting Supervisory Authority (IAASA) is the independent body in Ireland responsible for the supervision of the accountancy profession. Its role includes:

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

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 Regulatory & Monitoring Supervision Unit ('RMS') is an important function within the organisation, holding a wide range of responsibilities related to supervision of the accountancy profession. Its key activities relate to oversight of how the eight prescribed accountancy bodies in Ireland regulate and monitor their members as well as oversight of how the five recognised accountancy bodies perform the regulatory functions assigned to them in law in respect of statutory auditors.

The unit comprises a Head of Function, four Project Managers and two Project Executives. It is now seeking a Senior Supervision Manager to manage the day-to-day oversight activities of the unit.

Leading a team of committed and highly motivated professionals, the successful candidate will have responsibility for delivery of a diverse range of projects and assignments relating to the oversight of the audit and accountancy profession in Ireland.

### 3. Candidate profile

The successful candidate will have experience at a senior level in a regulatory/audit environment or other area of relevance to IAASA's remit in respect of the audit and accountancy profession. S/he will also have a qualification in a relevant discipline.

In addition, s/he will be able to demonstrate the following:

- sound professional judgement and effective decision-making;
- proven ability and experience to manage, develop and motivate staff;
- a strong record of delivery of results and highly developed planning and organising skills;
- excellent communication and interpersonal skills and experience of operating effectively and credibly at senior levels within a professional environment;
- ability to challenge and influence regulated entities to achieve improvements;
- high level of drive and resilience; and
- an appreciation of IAASA's objectives, a keen awareness of the environment within which it operates and a strong commitment to serving the public interest.

### Indicative description of principal duties and responsibilities

Reporting to the Head of RMS, the role of the Senior Supervision Manager is to manage the activities of the Unit.

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The principal duties of the Senior Supervision Manager will be:

- planning and scheduling the work of the unit and ensuring that staff resources are deployed to the greatest effect to deliver on the RMS Unit's mandate;
- driving the implementation of the unit's Business Plan. In particular, delivering a number of key priorities, including:
  - managing and coordinating the Authority's supervisory work and ensuring effective engagement with the nine PABs;
  - managing supervisory on-site visits and finalising the related reports;
  - engaging regularly with PABs in supervisory review meetings and ensuring the completion of agreed actions by the relevant PAB;
  - monitoring PABs' resolutions of supervisory matters identified during on-site visits or other engagement;
  - examining and recommending for approval the PABs' constitutional documents;
  - managing the PAB Annual Return process including follow-up supervision;
  - delivery of RMS publications;
  - ensuring that complaints to the Authority about PABs' I&D processes are processed effectively;
  - managing the process for receipt and consideration of notifications from statutory auditors and audit firms regarding cessation of office;
- supporting and coaching the unit's staff and ensuring accountability for assigned responsibilities including performance management and appraisal;
- building and maintaining effective working relationships and communicating professionally and credibly with key stakeholders;
- working with the Head of RMS to develop oversight strategies to address key risks and priority areas; and
- undertaking any other duties that may be assigned from time to time by the Head of RMS or the Chief Executive.

#### **4. Salary**

This is a permanent position and the salary on commencement for new entrants to the public service is €84,973, rising annually following each year's satisfactory performance on the following scale:

€84,973; €88,471; €91,943; €95,441; €98,391(Max); €101,450<sup>1</sup>; €104,507<sup>2</sup>.

Increments (other than long service increments), subject to satisfactory performance, may be awarded annually.

New entrants to the public service will start on the first point. 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.

#### **5. Other terms of employment**

- 5.1. *Superannuation*: The successful candidate will be a member of the Single Public Service Pension Scheme unless s/he was a public servant in the 26 weeks prior to being offered the contract. Scheme membership, contributions and benefits are in accordance with terms set down

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<sup>1</sup> Long service increment 1: payable after three years' satisfactory service on the maximum

<sup>2</sup> Long service increment 2: payable after six years' satisfactory service on the maximum

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by the Minister for Public Expenditure & Reform, and are dependent on personal circumstances on recruitment.

- 5.2. *Location*: The role is based in Naas with occasional travel both within Ireland and the UK. Applicants will be required to participate in UK-based supervisory visits which are generally of one week's duration. Travel and subsistence allowances, where arising, are paid in accordance with rates applicable to civil servants.
- 5.3. *Annual Leave*: The annual leave allowance is as applicable to a civil service Principal Officer (standard scale), currently 30 days. This is in addition to statutory public holidays and Good Friday.
- 5.4. *Continuing Professional Development ('CPD')*: IAASA supports participation in relevant training and professional development courses related to an employee's business activities including, but not limited to, mandatory CPD activities.

### 6. 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:

**Fergal Ó Briain**  
**Head of Finance & Administration**  
**Willow House**  
**Millennium Park**  
**Naas, Co Kildare**  
**W91 C6KT**

OR

By e-mail to [recruitment@iaasa.ie](mailto:recruitment@iaasa.ie)

The deadline for the receipt of applications is **5:00pm on Wednesday, 18 July 2018**. Late applications will not be considered.

### 7. Selection process

The selection process includes the following elements:

- Dependent upon the number of applications received, IAASA 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, to be held on **24 and 25 July, 2018**.
- Successful candidates at this point may be invited for second interview if considered appropriate by the interview panel. Candidates invited for second interview may be requested to consider a case-study or make a presentation.

### 8. Further information

Persons interested in having a confidential discussion regarding this role should contact IAASA on (045) 983 600.

Further information on IAASA and its activities can be obtained at [www.iaasa.ie](http://www.iaasa.ie).

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