

IAASA – Project Executive

23 March 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. Context for the role

The Regulatory and 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 a Project Executive. It is now seeking a second Project Executive to support the activities of the team.

3. Post overview

The Project Executive will work closely with other team members on the delivery of a wide range of assignments relating to the supervision and regulation of the audit and accountancy profession. Such assignments will include supervisory visits, review meetings and analysis of regulatory data.

4. Essential requirements

The success candidate will be a qualified accountant, solicitor or barrister with experience in a regulatory/compliance environment or other areas of relevance to IAASA's regulatory and monitoring remit.

In addition, she/he will be able to demonstrate the following skills and personal attributes:

- excellent communication and interpersonal skills;
- confident, committed and enthusiastic;
- an ability to work collaboratively as a member of a team;
- technically proficient in areas of relevance to the role with a high level of attention to detail;
- proficient in the use of ICT systems; 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.

5. Indicative description of principal duties and responsibilities

Working as a member of the RMS team, the Project Executive's principal duties and responsibilities will include:

IAASA – Project Executive 23 March 2018

- assisting in the supervision of the Prescribed Accountancy Bodies ('PABs'), including participation in supervisory reviews of their regulatory activities;
- monitoring the implementation of recommendations and action points arising from supervisory reviews or meetings with the PABs;
- undertaking ad-hoc projects related to the supervision of PABs or to the accounting profession;
- receiving and responding to complaints and referrals received regarding the PABs and their members/member firms;
- responding to queries from members of the public;
- management of the PABs' annual return process and collation of responses;
- participating in the preparation of management and organisational reports;
- review of statutory notifications received from the RABs, auditors and companies;
- performing such administrative duties as are required to ensure the RMS unit's/IAASA's effective operation and administration; and
- undertaking other duties as they arise.

This job description is intended as a basic guide to the scope and responsibilities of the position. It is subject to regular review and amendment as necessary.

6. Salary

This is a permanent position and the salary on commencement for new entrants to the public service is €60,363, rising annually following each year's satisfactory performance on the following scale:

€60,363	€61,743	€63,119	€64,501	€65,879	€66,246
€67,585	€68,943 (max)	€71,152 ¹	€73,368 ²		

Increments, subject to satisfactory performance, may be awarded annually (see Paragraph 6.5).

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.

7. Other terms of employment

7.1. *Superannuation:* The successful candidate will be a member of the Single Public Service Pension Scheme³ 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 by the Minister for Public Expenditure & Reform, and are dependent on personal circumstances on recruitment.

7.2. *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

¹ After three years satisfactory service at the maximum.

² After six years satisfactory service at the maximum.

³ Existing public servants may be eligible for membership of IAASA's Superannuation Schemes

IAASA – Project Executive 23 March 2018

one week's duration. Travel and subsistence allowances, where arising, are paid in accordance with rates applicable to civil servants.

- 7.3. *Annual Leave*: The annual leave allowance based on a standard 39-hour week is as applicable to a civil service Professional Accountant Grade II, currently 27 days *per annum*, rising to 30 days after five years. This is in addition to statutory public holidays and Good Friday.
- 7.4. *Professional subscriptions and Continuing Professional Development ('CPD')*: IAASA will reimburse the successful candidate's annual membership subscription to the relevant Prescribed Accountancy Body/Law Society/Kings Inn and fund all mandatory CPD. IAASA also supports participation in relevant training and professional development courses related to an employee's business activities including, but not limited to, mandatory CPD activities.

8. Application procedure

Persons interested in this role should submit the application form along with a brief covering letter to:

Fergal Ó Briain
Secretary and Head of Finance & Administration
Irish Auditing & Accounting Supervisory Authority
Willow House
Millennium Park
Naas, Co Kildare
W91 C6KT

Or

By mail to: recruitment@iaasa.ie

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

9. 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 25 April 2018.
- Successful candidates at this point may be invited for second interview if considered appropriate by the interview panel which may include a presentation or consideration of a case study.

10. Further information

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.