

IAASA
Administrative Executive
(advertised 7 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. Overview of the role

The Administrative Executive will be responsible for the provision of high quality administrative support to the staff of the various operational units in respect of a wide range of activities. The successful candidate will work closely with other team members on the delivery of a wide range of projects and processes as well as providing support to the head of unit with day-to-day activities.

3. Essential requirements

Applicants must hold a professional or third-level qualification in an area relevant to the responsibilities of the position and have a minimum of two years' relevant experience in an office environment. A background working in a regulatory setting will be an advantage.

The successful candidate will also be able to demonstrate:

- excellent organisational and administrative skills;
- a high level of proficiency in the use of MS office applications, including in particular Microsoft Excel;
- strong interpersonal and communication skills (both oral and written), with a high attention to detail in written communication;
- a professional, cooperative and confident approach to dealing with internal and external stakeholders;
- a solution-orientation with an ability to progress tasks on their own initiative and see them through to a satisfactory conclusion; and
- flexibility in approach to workload.

4. Indicative duties and responsibilities

As a member of a small team, duties will be varied and may change over time in line with the needs of the unit. The key areas of responsibility include:

- provision of comprehensive administrative support to the team and the Authority;
- data input and analysis in respect of information received from stakeholders;
- carrying out research and analysis on key topics related to the activities of the unit;
- preparation of documents, correspondence, reports and presentations;
- arranging meetings, assisting with preparation of agendas, maintaining records of meetings;

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- maintaining unit records, both electronic and hardcopy with responsibility for the unit's filing system and implementation of its data management policy;
- maintaining up-to-date contact lists, templates and registers;
- scheduling, administrative & research support for the head of unit;
- dealing with routine external queries;
- liaising with other units, including the Corporate Services unit; and
- undertaking other duties as they arise.

The above list is indicative only and duties may be altered from time to time, as considered necessary at the discretion of the head of unit or the chief executive.

5. Salary

This is a permanent position and the salary scale¹ for new entrants to the public service is:

€29,026	€31,019	€32,139	€34,024	€35,714	€37,347
€38,974	€40,568	€42,178	€43,744	€45,358	€46,427 (max)
€47,948 (LSI 1) ²		€49,465 (LSI 2) ³			

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, contributions⁴ 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 but will require travel to Dublin for meetings.

6.3. *Annual Leave*: The annual leave allowance is as applicable to a civil service Executive Officer, currently 23 days, rising to 24, 25, 26 and 27 days after five, ten, twelve and fourteen years respectively. This is in addition to statutory public holidays and Good Friday.

¹ At December 2017

² Following 3 years on the maximum

³ Following 6 years on the maximum

⁴ Different rates may apply to those who have been employed continuously in the public service since 6 April 1995.

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6.4. *Professional subscriptions and Continuing Professional Development ('CPD')*: Where the incumbent is a member of a professional body, and IAASA considers it desirable for the incumbent to be a member of that body, IAASA will reimburse the annual membership subscription⁵ 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.

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 **12.00 noon on Monday, 25 June 2018**. Late applications will not be considered.

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. Applicants should note that interviews will be held **on Thursday, 5 July 2018**.
- Successful candidates at this point may be invited for second interview or to undertake a practical assessment of MS Office skills if considered appropriate by the interview panel.

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.

⁵ Such reimbursements may attract a Benefit in Kind liability to income tax.