

**IAASA – Administrative Executive
Post advertised 12 January 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 Administrative Executive will assist the Head of Audit Quality in the delivery of an effective administrative support function to the Audit Quality Unit.

3. Essential requirements

Candidates will have a minimum of two years' experience in a similar role, and should hold a professional or third-level qualification in an area relevant to the responsibilities of the post. While not essential, familiarity with public sector processes and procedures would be an advantage.

The successful candidate will also be able to demonstrate:

- the ability to take ownership of tasks and see them through to a satisfactory conclusion;
- the ability to work effectively in a team environment;
- the ability to communicate ideas clearly and concisely both orally and in writing;
- strong analytical skills;
- good attention to detail; and
- proficiency in a broad range of software packages and Microsoft Office applications.

Candidates will be assessed against a competency framework and will be expected to demonstrate their competency in:

- Analysis & decision making;
- Technical knowledge;
- Delivery of results; and
- Interpersonal & communication skills.

4. Indicative description of principal duties and responsibilities

As a member of a small team, duties will be wide and varied. The key areas of responsibility include:

- administrative support to the Audit Quality Unit;
- drafting reports;
- project management and reporting on status of inspections and other projects within Audit Quality Unit;

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- scheduling of inspections with the firms under remit;
- attending meetings and maintaining records of meetings;
- carrying out research and analysis on key topics including current market issues affecting auditors, financial reports and audits of public interest entities;
- maintenance of website content;
- preparation of supplemental analysis and schedules to support risk assessment, budgeting and levy calculations as necessary;
- liaison with the Finance and Administration unit on procurement of goods and services;
- undertaking tasks as assigned from time-to-time by the Chief Executive/Head of Audit Quality; and
- other duties as they arise appropriate to an Administrative Executive.

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:

€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) ¹		€49,465 (LSI 2) ²			

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 but will require travel, particularly to Dublin where the audit inspections mainly take place.

¹ Following 3 years on the maximum

² Following 6 years on the maximum

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

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- 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.
- 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 subscription⁴ 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:

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

or

recruitment@iaasa.ie

The deadline for the receipt of applications is **Friday, 26 January 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 on 8 February 2018.
- Successful candidates at this point may be invited for second interview if considered appropriate by the interview panel.
- Successful candidates at that stage will be requested to undertake a practical assessment of the MS Office skills.

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.

⁴ Such reimbursements may attract a Benefit in Kind liability to income tax.