

Irish Auditing & Accounting Supervisory Authority

Project Manager - Regulatory & Monitoring Supervision unit

Post advertised 7 September 2012

1. Post overview

The Irish Auditing & Accounting Supervisory Authority ('IAASA') seeks to recruit a **Project Manager** on a five-year fixed term basis to work in its Regulatory and Monitoring Supervision ('RMS') unit. Working as part of a small team of committed and highly motivated professionals, the successful candidate will have responsibility for a diverse range of projects and assignments relating to the supervision and regulation of the accountancy profession.

In addition to being a qualified accountant, solicitor or barrister, the successful candidate will:

- possess significant post qualification experience at a suitably senior level in audit or in a regulatory/compliance environment;
- be highly technically proficient in areas of relevance to the role;
- be capable of demonstrating a strong track record in the exercise of sound professional judgement;
- possess the capacity to operate effectively and credibly at senior levels within a professional environment;
- possess excellent communications and interpersonal skills; and
- be capable of demonstrating 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.

2. Indicative description of principal duties and responsibilities

Reporting to the Head of RMS, the Project Manager's principal duties and responsibilities will include performing a broad and diverse range of duties associated with IAASA's remits under the:

- Companies (Auditing and Accounting) Act 2003 (as amended); and
- European Communities (Statutory Audits) (Directive 2006/43/EC) Regulations 2010 respectively.

Such duties and responsibilities include:

- planning and executing reviews of all aspects of the Prescribed Accountancy Bodies' ('PABs') disciplinary and regulatory activities;
- preparing draft reports on individual reviews, formulating draft recommendations to address issues arising and the subsequent monitoring of relevant PABs' implementation of recommendations and directions;
- conducting reviews of PABs' constitutional documents and proposed amendments thereto and formulating queries and recommendations based on such reviews;
- critically examining complaints and referrals received regarding the PABs and their members/member firms and formulating draft conclusions and recommendations in respect of same;
- planning and implementing the RMS unit's response to issues of a public interest nature as required;

- responding to queries from members of the public;
- activities related to IAASA's statutory enquiry and investigation remits respectively;
- management of the PABs' annual return process;
- monitoring of Recognised Accountancy Bodies' compliance with conditions attached to their recognition;
- contributing to IAASA's advocacy and advisory remits respectively;
- assisting in the provision of specialist advice to the Head of RMS, Chief Executive, Board and Minister on auditing, accounting and related matters;
- duties associated with IAASA's remit in the areas of third country auditor registration, transfer of working papers and quality assurance respectively;
- assisting in the ongoing development and improvement of IAASA's procedures and practices;
- co-operation and consultation activities with counterparts and other regulators, both domestically and internationally, as necessary;
- preparing material for inclusion in Board papers;
- taking day to day responsibility for the delivery of high quality services to IAASA's internal and external stakeholders;
- performing such administrative and clerical duties as are required to ensure the RMS unit's/IAASA's effective operation and administration; and
- undertaking such other duties as are assigned from time to time.

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

3. Salary scale

The post on offer is for a **five year fixed term**. The salary on commencement for this position for *new entrants*¹ to the public service is €61,698, rising annually following each year's satisfactory performance on the following scale:

€61,698 €63,563 €65,435 €67,303 €69,168

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.

¹ Persons who have not, on the date of appointment, been employed in the public service on a continuous basis since 1 January 2011.

4. Application procedure

Persons interested in this role should send a *Curriculum Vitae*, together with a covering letter setting out how they meet the above requirements, to:

**The Head of Finance & Administration
Irish Auditing and Accounting Supervisory Authority
Willow House
Millennium Park
Naas
Co. Kildare**

or, alternatively, by email to: **recruitment@iaasa.ie**.

The deadline for the receipt of applications is **5:00 pm on Friday, 21 September 2012**. Late applications will not be considered.

5. Selection process

The selection process includes the following elements:

- Dependent upon the number of applications received, the Authority may consider it necessary or otherwise appropriate to shortlist respondents. In the event that this is the case, shortlisting will be based solely on the material submitted.
- Thereafter applicants, or in the event of shortlisting those respondents that have been shortlisted, shall be invited for preliminary interview on **27 & 28 September, 2012**
- Successful candidates at this point shall be invited for second interview on **19 October, 2012**.

6. Further information

Persons interested in having a confidential discussion regarding this role should contact IAASA on (045) 983 600, quoting the following reference: RMS/PM.

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.