

# **Senior Standards & Policy Manager**

## **Post advertised: 18 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 successful candidate will have responsibility for delivery of the Authority's auditing standards mandate as well as the development of a policy team within the organisation to provide expert advice in respect of the Authority's remit over the audit and accountancy profession in Ireland.

### **3. Candidate profile**

The successful candidate will be a member of a recognised accountancy body with experience at a senior level in an audit environment or other area of relevance to IAASA's remit.

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

- detailed knowledge of International Standards on Auditing;
- experience of undertaking research and providing high quality policy input in areas of relevance to the Authority's remit;
- excellent communication and interpersonal skills and experience of building effective relationships at senior levels with key external stakeholders; and
- experience of managing, developing and motivating staff;
- sound professional judgement and effective decision-making;
- a strong record of delivery of results; 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.

### **4. Indicative description of principal duties and responsibilities**

Reporting to the Head of Unit, the role of the Senior Standards & Policy Manager is to manage the activities of the standards & policy team.

The principal duties of the Senior Manager will be to:

- drive the implementation of the team's business plan and planning and scheduling the work to ensure that staff resources are deployed to the greatest effect to deliver on the team's mandate;
- draft new standards, amendments to existing standards, practice notes and other guidance;
- represent the Authority at various domestic and EU meetings and conferences including the AAC and CEAOB subgroups;

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- manage audit standards committees, working groups and the licensing arrangements;
- develop and deliver research and policy papers in areas of relevance to the Authority's functions;
- provide expert advice to the senior management team and the Board including preparing position papers, briefings and responses to consultations;
- deliver briefings to Authority staff on policy areas and ensure they are supported and informed on key policy matters;
- undertake consultations and manage and participate in advocacy initiatives;
- build and maintain effective working relationships with key stakeholders and ensure a collaborative approach to policy development;
- support the team's staff and ensuring accountability for assigned responsibilities including performance management and appraisal; and
- undertake any other duties that may be assigned from time to time by the Head of Unit or the Chief Executive.

This outline 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 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.

#### **6. Other terms of employment**

- 6.1. *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 by the Minister for Public Expenditure & Reform, and are dependent on personal circumstances on recruitment.
- 6.2. *Location*: The role is based in Naas, but will entail engagement on a periodic basis with stakeholders based in Dublin and overseas. Travel and subsistence allowances are paid in accordance with rates applicable to civil servants.
- 6.3. *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.
- 6.4. *Professional subscriptions and Continuing Professional Development ('CPD')*: IAASA reimburses the annual membership subscription to the incumbent's Recognised Accountancy Body, and 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.

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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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**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**  
**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.

**8. 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.

**9. 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.