

Audit Policy Manager Post advertised: May 2017

1. IAASA

The Irish Auditing and Accounting Supervisory Authority ('IAASA') is the independent body in Ireland responsible for, amongst other matters, the:

- a) adoption of standards on auditing, professional ethics and internal quality control ("the Auditing Framework")
- b) inspection and promotion of improvements in the quality of auditing of Public Interest Entities ('PIEs');
- c) examination and enforcement of certain listed entities' periodic financial reporting; and
- d) supervision of the regulatory functions of the Prescribed Accountancy Bodies.

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

IAASA is responsible for the adoption of the Auditing Framework in Ireland since June 2016. Reporting to the Team Lead - Audit Standards, this is a new position required to assist in the establishment of the Standards Team and develop processes and procedures required for maintenance and development of the Auditing Framework in Ireland going forward.

3. Essential requirements

Candidates should hold a third-level qualification or have alternative significant experience in an area relevant to the responsibilities of the post. They should also have experience in a role involving drafting and/or reviewing technical material.

They will be able to demonstrate the following skills and personal attributes:

- Communication – the ability to be a persuasive communicator, including the ability to explain complex accounting/auditing issues to a lay audience.
- Judgement – the ability to make informed decisions and/or judgements and to determine a suitable course of action.
- Analytical Skills – the ability to conduct in-depth analysis of a complex problem and to identify the solutions in a structured way.
- Planning & Managing Resources – Structures and organises their own work effectively in addition to planning and organising resources and people in order to meet objectives within agreed time-scales.
- Strategic thinking – the ability to contribute to the development and implementation of IAASA's strategies and objectives.
- ICT Skills – should be proficient in the use of ICT systems

While not essential, knowledge of auditing standards would be beneficial

4. Indicative description of principal duties and responsibilities

Such duties and responsibilities include:

- researching technical issues and current market issues affecting auditing;
- drafting new standards, amendments to existing standards and guidance;
- engaging with peers and stakeholders;

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- supporting appropriate technical and/or stakeholder committees;
- managing licensing relationships; and
- drafting policies and board papers.

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. The role is based in Naas. There may also be periodic travel and stays overseas.

5. Salary

This is a permanent position and the salary on commencement for *new entrants*¹ to the public service is €47,081, rising annually following each year's satisfactory performance on the following scale:

47,081 – 48,458 – 49,831 – 51,204 – 52,581 – 53,955 – 55,329(max) – 57,314² – 59,294³.

Increments (other than long service 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*: 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 may 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 Higher Executive Officer, currently 29 days *per annum* rising to 30 days after five years. 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
Willow House
Millennium Park

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

² Long service increment 1: payable after three years' satisfactory service on the maximum

³ Long service increment 2: payable after six years' satisfactory service on the maximum

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

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Naas, Co Kildare
W91 C6KT

OR

By e-mail to recruitment@iaasa.ie

The deadline for the receipt of applications is **5:00pm on Monday, 22 May 2017**. 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.
- Successful candidates at this point may be invited for second interview 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) 983 600.

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.