

# **IAASA – Administrative Executive Post advertised 13 March 2015**

## **1. IAASA**

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

- (a) examination and enforcement of certain listed entities' periodic financial reporting; and
- (b) supervision of the regulatory functions of the Prescribed Accountancy Bodies.

IAASA is a State Body established by the Companies (Auditing and Accounting) Act 2003 and, as such, its employees are Public Servants.

## **2. Post overview**

The Administrative Executive will assist the Head of Finance & Administration in the delivery of an effective administrative support function to the Authority, particularly in the area of finance.

## **3. Essential requirements**

Candidates should

- hold a professional or third-level qualification in an area relevant to the responsibilities of the post, ideally in the area of finance or accounting; or
- have undertaken a significant number of examinations towards admission to a Prescribed Accountancy Body.

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 Microsoft Excel, Word, Access and Outlook applications. Experience of accounting software packages will be an advantage.

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

- Analysis & decision making;
- Financial reporting;
- Delivery of results; and
- Interpersonal & communication skills.

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

A detailed job description is set out in Appendix I. As a member of a small team, duties will be wide and varied. The key areas of responsibility include:

- administration of the Authority's finance function, payment processing, creation and maintenance of all financial records etc.;
- procurement of goods and services;
- maintenance of the Fixed Asset Register;

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- day-to-day maintenance of the Authority's website;
- assisting the Head of Finance & Administration in other duties within the Finance & Administration;
- maintenance and testing of the Authority's business continuity plan;
- providing assistance and cover as required to the Authority's Receptionist / PA to the Chief Executive;
- undertaking tasks as assigned from time-to-time by the Chief Executive; and
- other duties as they arise appropriate to an Administrative Officer.

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*<sup>1</sup> to the public service is:

€27,464	€29,418	€30,516	€32,687	€34,360	€35,977
€37,588	€39,166	€40,760	€42,311	€43,909	€44,967(max)
€46,473(LS11) <sup>2</sup>	€47,975(LS12) <sup>3</sup>				

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, contributions<sup>4</sup> 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.

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

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

<sup>2</sup> Following 3 years on the maximum

<sup>3</sup> Following 6 years on the maximum

<sup>4</sup> 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 subscription<sup>5</sup> 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 complete the application form, and send it together with a 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, 27 March 2015**. 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 9 and 10 April 2015.
- 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) 983 616.

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.

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<sup>5</sup> Such reimbursements may attract a Benefit in Kind liability to income tax.

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**IRISH AUDITING & ACCOUNTING SUPERVISORY AUTHORITY  
DRAFT JOB DESCRIPTION**

**Job Title:** Administrative Executive

**Reporting To:** Head of Finance & Administration

**Role:** To assist the Head of Finance & Administration in the delivery of an effective administrative support function to the Authority; and to provide executive support to the Authority's project staff.

**Key Duties & Responsibilities:**

**1. Financial**

- To maintain the purchase order database, ensuring all payment commitments are entered on a timely basis.
- To post invoices to purchase order database and, where relevant, update the Assets Register.
- To check invoices on receipt as per the Authority's procedures, including checks for presence of valid order, arithmetical accuracy, consistency of terms with those quoted, evidence of receipt of goods/services, valid tax clearance certificate etc.
- To determine prompt payments date i.e. date by which payment must be made and schedule payments accordingly.
- To identify those payments in respect of which withholding tax must be deducted.
- To prepare electronic payment transfers through the EBB service, and present to Head of Finance & Administration for checking, together with supporting documentation.
- To prepare cheques (where necessary) for signature and present to Head of Finance & Administration for checking, together with supporting documentation.
- To ensure all payment documentation is filed appropriately.
- To prepare PSWT documentation for relevant payments, and monthly returns for submission to the Head of Finance & Administration.
- To prepare VAT returns and submit to Head of Finance & Administration for checking in a timely fashion.
- To ensure all payments and receipts are recording accurately and promptly in the financial control spreadsheets.
- To maintain registers of mileage travelled and insurance indemnity forms.
- To prepare a monthly bank reconciliation for all IAASA bank accounts.
- To follow up any required adjustments arising from the bank reconciliation.
- To prepare draft monthly management accounts for review by the Head of Finance & Administration.
- Other duties as they arise appropriate to the finance function.

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### **2. Fixed Assets**

- To maintain the Fixed Asset Register ('FAR'), ensuring all Authority assets are records promptly and appropriately.
- To carry out a quarterly reconciliation of the FAR with purchasing records.
- To maintain a register of all mobile assets (laptops, modems, memory sticks etc.), and their current allocation.

### **3. Procurement**

- To procure office equipment and non-routine stationery items in accordance with IAASA financial procedures.
- To procure services for F & A in accordance with IAASA financial procedures.
- To liaise with service providers as required to ensure levels of services are maintained and resolve issues arising.
- To assist in the procurement of services for other Units in accordance with IAASA financial procedures.

### **4. ICT**

- To maintain ICT services:
  - To assist users in day-to-day queries with MS Office applications.
  - To liaise with the Authority's telephony and ICT support contractors as required.
  - To monitor outstanding ICT issues.
  - To liaise with the Head of Finance & Administration regarding possible improvements and upgrades
- To monitor the Authority's website:
  - To ensure relevant and up-to-date information is provided.
  - To liaise with Heads of Functions (or their nominees) regarding possible amendments to the site.
  - To confirm and publish updates to the site provided by Heads of Functions (or their nominees)
- To manage Board members' access to the website members area.
- To ensure that all Board papers provided by the Secretary are published promptly.

### **5. Business continuity**

- To undertake an annual assessment of the Authority's Business Continuity Plan, and update as appropriate.

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**6. Operational**

- To assist as appropriate with administrative support in the delivery of the work of the Authority's project staff.
- *Ad hoc* projects on behalf of project staff.

**7. General**

- To provide cover for PA to Chief Executive/Receptionist as required.
- Other duties as they arise appropriate to the administrative function.