

IRISH AUDITING & ACCOUNTING SUPERVISORY AUTHORITY



IAASA

Irish Auditing & Accounting
Supervisory Authority

Based in Naas, Co Kildare, the Irish Auditing & Accounting Supervisory Authority is a statutory agency whose responsibilities include supervision of the prescribed accountancy bodies, promoting adherence to high standards in the accountancy profession and providing advice to the Minister for Trade and Commerce on auditing and accounting matters.

The Authority now wishes to recruit a number of staff to act in administrative and clerical support roles.

Administrative Executive(s)

Administrative Executives will provide support to the Finance & Administration Manager, as well as to the Authority's Heads of Function as and when required. Duties will be varied, and will include activities pertaining to the Authority's finance function as well as to its general administration and facilities management.

The successful candidate(s) will have a minimum of two years' experience in an administrative/financial support role. While not essential, a relevant third-level qualification and/or knowledge of public service financial procedures would be an advantage.

Salary scale: €28,441 - €45,125 (Class A PRSI)

PA to Chief Executive/Receptionist

The post-holder will provide PA support to the Chief Executive and will also provide a professional receptionist service. The successful candidate will have a minimum of two years' experience in a similar role.

Salary scale: €21,563 - €34,964 (Class A PRSI)

Clerical Support Officer(s)

The post-holder(s) will provide clerical support to the Finance & Administration Manager and the Authority's professional staff as well as providing reception cover etc. as required. The successful candidate will have a minimum of two years' experience in a similar role.

Salary scale: €21,563 - €34,964 (Class A PRSI)

Letters of application, together with a detailed curriculum vitae, should be forwarded to:

Finance & Administration Manager,
Irish Auditing & Accounting Supervisory Authority,
Willow House, Millennium Park,
Naas, Co. Kildare.

e-mail: info@iaasa.ie

to arrive by close of business on Friday, 9 June, 2006.

The Irish Auditing & Accounting Supervisory Authority is committed to a policy of equal opportunity. Canvassing will disqualify.