

Irish Auditing & Accounting Supervisory Authority

Administrative Executive

IAASA is the independent body in Ireland responsible for the examination and enforcement of certain listed entities' periodic financial reporting and the supervision of the accountancy profession. IAASA now seeks to recruit an Administrative Executive to provide high quality and effective administrative support to the Authority's work. Duties will be varied, and will include a range of activities pertaining to the Authority's finance function as well as to its general administration, ICT and facilities management.

The successful candidate will have a minimum of two years' experience in a financial support role and be skilled in MS Office applications. S/he will hold a relevant professional or third level qualification, or have undertaken a significant number of examinations towards admission to a Prescribed Accountancy Body. While not essential, familiarity with public sector procurement and financial procedures would be an advantage.

The salary scale for this position is €27,464 to €47,975

A detailed job description, information on IAASA and its activities, and the application form can be obtained at www.iaasa.ie.

Applicants should complete the application form and return it to IAASA together with a covering letter setting out how they meet the specified requirements as outlined in the job description. The deadline for the receipt of applications is **Friday, 27 March 2015**. Late applications will not be considered.

IAASA is committed to a policy of equal opportunities and welcomes applications from people with disabilities.

