

Irish Auditing & Accounting Supervisory Authority

Project Manager - Regulatory & Monitoring Supervision unit

Post advertised 19 September 2014

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 ('the Act') and, as such, its employees are Public Servants. IAASA's principal objects are set out in Section 8 of the Act, and have been translated into the following goals:

- I. to deliver independent and effective supervision of financial reporting which promotes high quality financial reporting and which responds to non-compliance robustly, promptly and proportionately;
- II. to deliver independent and effective supervision of the regulatory activities of the PABs which promotes high quality regulation and which responds to inadequate regulatory practice robustly, promptly and proportionately;
- III. to promote adherence to high professional standards by accountants, auditors and preparers of financial reports; and
- IV. to provide specialist advice and support to the Minister for Jobs, Enterprise & Innovation and high quality information to our stakeholders on key auditing and accounting matters.

2. Post overview

IAASA seeks to recruit Project Managers to work in its Regulatory and Monitoring Supervision ('RMS') unit. Working as part of a small team, the successful candidates will have responsibility for a diverse range of projects and assignments relating to the supervision and regulation of the accountancy profession. Reporting to the Head of RMS, Project Managers' principal duties encompass a range of duties associated with IAASA's remits under the:

- Companies (Auditing and Accounting) Act 2003 (as amended); and
- European Communities (Statutory Audits) (Directive 2006/43/EC) Regulations 2010 respectively.

3. Essential requirements

The success candidates are likely to be qualified accountants, solicitors or barristers and will:

- possess significant experience at a suitably senior level in audit or in a regulatory/compliance environment or other area of relevance to IAASA's regulatory and monitoring remit;
- have a proven track record in the management and delivery of projects subject to challenging deadlines;
- be highly technically proficient in areas of relevance to the role with a high level of attention to detail;
- have a strong track record in the exercise of sound professional judgement, analysis and problem-solving;

- have solid report writing ability combined with strong presentation skills;
- possess excellent communication and interpersonal skills and an ability to work collaboratively as a member of a team;
- be a self-starter who manages his/her own workload and who is confident, committed and enthusiastic;
- be able to operate effectively and credibly with senior management and manage relationships with internal and external stakeholders; and
- be capable of demonstrating 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 RMS, a project manager's principal duties and responsibilities are broad and diverse, including:

- planning and executing supervisory reviews of all aspects of the Prescribed Accountancy Bodies' ('PABs') regulatory activities, including in particular their activities in respect of auditor registration, disciplinary processes, and quality assurance;
- preparing reports on individual reviews, formulating recommendations to address issues arising from supervisory reviews and the subsequent monitoring of relevant PABs' implementation of recommendations and directions;
- conducting reviews of PABs' constitutional documents and proposed amendments thereto and formulating queries and recommendations based on such reviews;
- critically examining complaints and referrals received regarding the PABs and their members/member firms and formulating conclusions and recommendations in respect of same;
- planning and implementing the RMS unit's response to issues of a public interest nature as required;
- responding to queries from members of the public;
- activities related to IAASA's statutory enquiry and investigation remits;
- management of the PABs' annual return process;
- monitoring of Recognised Accountancy Bodies' compliance with conditions attached to their recognition;
- contributing to IAASA's advocacy and advisory remits respectively;
- assisting in the provision of specialist advice to the Head of RMS, Chief Executive, Board and Minister on auditing, accounting and related matters;
- duties associated with IAASA's remit in the areas of third country auditor registration and quality assurance respectively;
- assisting in the ongoing development and improvement of IAASA's procedures and practices;

- co-operation and consultation activities with counterparts and other regulators, both domestically and internationally, as necessary;
- preparing material for inclusion in Board papers;
- taking day to day responsibility for the delivery of high quality services to IAASA's internal and external stakeholders;
- performing such administrative and clerical duties as are required to ensure the RMS unit's/IAASA's effective operation and administration; and
- undertaking such other duties as are assigned from time to time.

The foregoing is indicative only and Project Managers' duties may be altered from time to time, as considered necessary or otherwise appropriate, at the discretion of the Chief Executive.

5. Salary scale

Two posts are currently on offer; one for indefinite duration and one for a fixed term to 17 December, 2017. The salary on commencement for these positions for *new entrants*¹ to the public service is €61,698, rising annually following each year's satisfactory performance on the following scale:

€61,698 €63,563 €65,000 €65,000 €65,364 €67,461 (Max) €69,848 (LSI1)² €72,237 (LSI2)³

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 are members of a defined benefit superannuation scheme. 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, with occasional travel within Ireland and periodic stays in the UK for supervisory visits and overnight stays overseas. Travel and subsistence allowance are payable at Irish civil service rates.

6.3. Annual Leave

The annual leave allowance is as applicable to a civil service Professional Accountant Grade I, currently 30 days. This is in addition to statutory public holidays and Good Friday.

6.4. Professional subscriptions and Continuing Professional Development ('CPD')

IAASA pays/reimburses the annual membership subscription to the incumbent's principal Prescribed Accountancy Body/Law Society/Bar Council (as applicable), and all mandatory CPD. In addition, IAASA funds additional training relevant to the post. IAASA also supports further education courses, in whole or in part, in certain circumstances.

7. Application procedure

Persons interested in this role should complete the relevant application form, and send it together with a covering letter setting out how they meet the above requirements, to:

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 Following three years service on the maximum.

³ Following six years service on the maximum.

**The Head of Finance & Administration
Irish Auditing and Accounting Supervisory Authority
Willow House
Millennium Park
Naas
Co. Kildare**

or, alternatively, by email to: **recruitment@iaasa.ie**.

The deadline for the receipt of applications is **5:00 pm on Friday, 3 October 2014**. 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, shortlisting will be based solely on the material submitted.
- Thereafter applicants, or in the event of shortlisting those respondents that have been shortlisted, shall be invited for preliminary interview on 13 or 14 October **2014**.
- Successful candidates at this point shall be invited for second interview.

9. Further information

Persons interested in having a confidential discussion regarding this role should contact IAASA on (045) 983 600, quoting the following reference: RMS/PM.

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.