

## 1. IAASA

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

- examination and enforcement of certain listed entities' periodic financial reporting;
- oversight of the Recognised Accountancy Bodies' functions in respect of statutory auditors and supervision of the regulatory functions of the Prescribed Accountancy Bodies;
- adoption of standards on auditing, professional ethics and internal quality control; and
- the inspection and promotion of improvements in the quality of auditing of Public Interest Entities.

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

The Administrative Assistant/PA to the Chief Executive will assist the Corporate Service Manager in the efficient delivery of the Authority's reception and administrative support function, and provide PA services to the Chief Executive as required.

## 3. Essential requirements

Candidates will have a minimum of two years' experience in a similar role. While not essential, familiarity with public sector processes and procedures would be an advantage.

The successful candidate will also be able to demonstrate:

- the ability to work as part of a team;
- a logical approach to task management; and
- a proficiency in the use of ICT, particularly experience in the use of Microsoft Outlook, Word and Excel.

## 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:

- providing a reception service for telephone and personal callers;
- meeting room management, and preparation for meetings;
- management of supplies (stationery, ICT etc.) and assistance in smaller procurements;
- maintenance of registers and spreadsheet records; and
- other duties as they arise appropriate to the role of Administrative Assistant.

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 Authority.

## 5. Salary

This is a permanent position and the salary scale for new entrants to the public service is:

€23,339 €24,865 €25,254 €26,011 €27,127 €28,241 €29,356 €30,470 €31,552  
€32,638 €33,401 €34,474 €35,540 €37,204 (n-max) €38,512 <sup>1</sup> €39,111<sup>2</sup>

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<sup>1</sup> Following 3 years on the maximum

<sup>2</sup> Following 6 years on the maximum

Increments, subject to satisfactory performance, may be awarded annually.

The salary on commencement for new entrants will be €23,339, and this is not negotiable. 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>3</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.
- 6.2. *Location:* The role is based in Naas.
- 6.3. *Annual Leave:* The annual leave allowance is as applicable to a civil service Administrative Assistant, currently 22 days, rising to 23, 24, 25 and 26 days after five, ten, twelve and fourteen years respectively. This is in addition to statutory public holidays and Good Friday.
- 6.4. *Continuing Professional Development:* IAASA supports participation in relevant training and professional development courses related to an employee's business activities.

## 7. Application procedure

Persons interested in this role should complete the application form and send it together with a curriculum vitae, to:

**Patricia Daly**  
**Corporate Services Manager**  
**IAASA**  
**Willow House**  
**Millennium Park**  
**Naas, Co Kildare**

or

**recruitment@iaasa.ie**

The deadline for the receipt of applications is **12.00 noon on 15 October, 2018**. 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 **8 November 2018**.
- Successful candidates at this point may be invited for second interview if considered appropriate by the interview panel.

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<sup>3</sup> Different rates may apply to those who have been employed continuously in the public service since 6 April 1995.

Administrative Assistant/PA to Chief Executive  
Post advertised: 28 September 2018

**Job Title:** Administrative Assistant /PA to Chief Executive

**Reporting To:** Corporate Services Manager ('CSM')

To provide an effective and efficient reception service to the Authority; executive support to the Chief Executive; and clerical support to the Authority staff.

**Key Duties & Responsibilities:**

**1. Reception Service**

- To answer all switchboard calls, and distribute as appropriate; and
- To greet personal callers to the premises.

**2. Meetings**

- To ensure rooms are available and prepared within the Authority's premises;
- To book appropriate external meeting rooms;
- To providing tea/coffee and refreshments for such meetings, where they take place at the Authority's premises; and
- To ensuring documentation is prepared for distribution at such meetings.

**3. PA to the Chief Executive**

- To filter all telephone calls;
- To scan, log, date-stamp & distribute all post addressed to the Authority;
- To undertake typing, filing and other related duties; and
- To carry out other duties requested by the Chief Executive appropriate to a PA.

**4. Consumables**

- To ensure adequate stock levels of stationery, ICT consumables and canteen supplies;
- To ensure stock items are stored neatly;
- To prepare a monthly requisition for stock items for submission to the Corporate Services Manager; and
- To accept receipt of deliveries and exercise quality control.

**5. Procurement**

- To obtain quotations as required to ensure compliance with the Authority's procedures and make appropriate recommendations to the Corporate Services Manager/ICT Executive;
- To place orders with approved suppliers; and

Administrative Assistant/PA to Chief Executive  
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- To maintain a file of all procurements for audit review.

**6. Facilities**

- To act as principal point of contact for facilities maintenance suppliers such as hygiene services, shredding services, water coolers etc.; and
- To assist in an annual review process for all facilities management service providers.

**7. Training**

- To maintain a register of training courses undertaken by staff; and
- To book training courses as requested by all staff.

8. To maintain a log of all outgoing post issued by IAASA.

9. To maintain the booking diary for the IAASA meeting rooms.

10. To provide clerical and administrative support as required to other staff including typing, filing and other related duties.

11. To assist the Finance Officer with tasks appropriate to an Administrative Assistant in times of increased volume or leave cover.

12. Other duties as they arise appropriate to an Administrative Assistant .