

2022

**IAASA**  
**Administrative**  
**Executive**  
**Detailed job specification**  
**– July 2022**

## **1. Introduction**

The Irish Auditing and Accounting Supervisory Authority (IAASA) is the independent body in Ireland responsible for the supervision of the accountancy profession. Its role includes:

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

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. Overview of the role**

The Administrative Executive will be responsible for the provision of high quality administrative support to the staff of the various operational units in respect of a wide range of activities. The successful candidate will work closely with other team members on the delivery of a wide range of projects and processes as well as providing support to the head of unit with day-to-day activities.

## **3. Essential requirements**

Applicants will have a minimum of two years' relevant experience in an office environment. A professional or third-level qualification in an area relevant to the responsibilities of the position, and/or a background working in a regulatory setting will be an advantage.

The successful candidate will also be able to demonstrate:

- excellent organisational and administrative skills;
- a high level of proficiency in the use of MS office applications, including in particular Microsoft Excel;
- strong interpersonal and communication skills (both oral and written), with a high attention to detail in written communication;
- a professional, cooperative and confident approach to dealing with internal and external stakeholders;
- a solution-orientation with an ability to progress tasks on their own initiative and see them through to a satisfactory conclusion; and
- flexibility in approach to workload.

## **4. Indicative duties and responsibilities**

As a member of a small team, duties will be varied and may change over time in line with the needs of the unit. The key areas of responsibility include:

- provision of comprehensive administrative support to the team and the Authority;
- data input and analysis in respect of information received from stakeholders;
- carrying out research and analysis on key topics related to the activities of the unit;
- preparation of documents, correspondence, reports and presentations;
- arranging meetings, assisting with preparation of agendas, maintaining records of meetings;
- maintaining unit records, both electronic and hardcopy with responsibility for the unit's filing system and implementation of its data management policy;

- maintaining up-to-date contact lists, templates and registers;
- scheduling, administrative & research support;
- dealing with routine external queries;
- liaising with other units; and
- undertaking other duties as they arise.

The above list is indicative only and duties may be altered from time to time, as considered necessary at the discretion of the head of unit or the chief executive.

## 5. Salary

This is a permanent position. The salary scale for new entrants to the public service, which is equivalent to the civil service executive officer (standard) scale) is:

€31,698	€33,509	€34,531	€36,526	€38,315	€40,044	€41,768	€43,455
€45,160	€46,817	€48,526	€49,658 (n-max)	€51,270 <sup>1</sup>	€52,894 <sup>2</sup>		

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

The salary on commencement for new entrants will be €31,698, 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:* The successful candidate will be a member of the Single Public Service Pension Scheme<sup>3</sup> unless s/he was a public servant in the 26 weeks prior to being offered the contract. 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 but may require occasional travel to Dublin for meetings. While the Authority operates a flexible working policy, the role will require regular attendance in Naas based on organisational need.
- 6.3. *Annual Leave:* The annual leave allowance is as applicable to a civil service executive officer, currently 23 days, rising in steps to 27 days after 14 years service. This is in addition to statutory public holidays and Good Friday.
- 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>4</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 submit their *Curriculum Vitae* along with a covering letter to [careers@iaasa.ie](mailto:careers@iaasa.ie). Applications are accepted by e-mail only, and will be acknowledged within two working days.

The deadline for the receipt of applications is **12:00 noon on Monday, 29 August 2022**. Late applications will not be considered.

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

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

<sup>3</sup> Existing public servants may be eligible for membership of IAASA's Superannuation Schemes

<sup>4</sup> Such reimbursements may attract a Benefit in Kind liability to income tax.

## **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. Applicants should note that interviews will be held Monday/Tuesday, 5/6 September 2022.

## **9. Further information**

Further information on IAASA and its activities can be obtained at [www.iaasa.ie](http://www.iaasa.ie).

Persons interested in having a confidential discussion regarding this role should contact IAASA *via* [careers@iaasa.ie](mailto:careers@iaasa.ie), including telephone contact number. IAASA will return calls within two working days.

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



**Irish Auditing & Accounting  
Supervisory Authority**

Willow House  
Millennium Park  
Naas, Co. Kildare  
W91 C6KT  
Ireland

Phone: +353 (0) 45 983 600  
Email: [info@iaasa.ie](mailto:info@iaasa.ie)

**[www.iaasa.ie](http://www.iaasa.ie)**