

IAASA Corporate Services Manager

Post advertised: 12 January 2018

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 Corporate Services Manager manage the Corporate Services Team and will assist the Head of Finance & Administration in the delivery of an effective administrative support function to the Authority, particularly in the areas of finance, procurement and human resource management.

3. Essential requirements

Candidates will have a minimum of three years' experience in a similar role, and will hold a professional or third-level qualification in an area relevant to the responsibilities of the post, ideally in accounting or HR management. While not essential, familiarity with public sector processes and procedures would be an advantage.

The successful candidate will also be able to demonstrate:

- Communication – the ability to be a persuasive communicator, including the ability to explain complex issues to a lay audience.
- Judgement – the ability to make informed decisions and/or judgements and to determine a suitable course of action.
- Analytical Skills – the ability to conduct in-depth analysis of a complex problem and to identify the solutions in a structured way.
- Planning & Managing Resources – Structures and organises their own work effectively in addition to planning and organising resources and people in order to meet objectives within agreed time-scales.
- Strategic thinking – the ability to contribute to the development and implementation of IAASA's strategies and objectives.
- ICT Skills – should be proficient in the use of ICT systems

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:

- day-to-day management of the Authority's corporate services team;
- management of Authority's financial function, including maintenance of a robust control environment and the timely payment of liabilities;
- preparation of statutory financial statements and liaison with internal and external auditors;
- preparation of routine and *ad hoc* reports for management, Board, auditors and other external parties;

IAASA Corporate Services Manager
Post advertised: 12 January 2018

- oversight of the Authority's procurement processes;
- maintenance of records and registers relating to the Authority's internal HR management;
- assisting in the ongoing development of HR policies and procedures, including periodic review of the Authority's staff handbook;
- undertaking tasks as assigned from time-to-time by the Chief Executive; and
- other duties as they arise appropriate to the role of Corporate Services Manager.

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 Head of Unit or the Chief Executive.

5. Salary

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

€47,552	€48,943	€50,329	€51,716	€53,107	€54,495
€55,882 (n-max)	€57,887 (LSI 1) ¹	€59,887 (LSI 2) ²			

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

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, contributions³ 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.

The Public Service Pensions (Single Scheme and Other Provisions) Act 2012, which became law on 28 July 2012, imposes a 40 year limit on the total service which can be counted towards pension where a person has been a member of more than one public service pension scheme, other than the Single Scheme. This may have implications if you acquired pension rights in a previous public service employment. The Act also applies abatement of pension for all Civil and Public Servants who are re-employed across the wider public service. This may have pension implications if you are currently in receipt of a Civil and/or Public Service pension or have a preserved Civil or Public Service pension which will come into payment during this employment.

6.2. *Location*: The role is based in Naas.

6.3. *Annual Leave*: The annual leave allowance is as applicable to a civil service Higher Executive Officer, currently 29 days, rising to 30 days after five years. 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 subscription⁴ and fund all mandatory CPD. IAASA also supports participation in relevant training

¹ Following 3 years on the maximum

² Following 6 years on the maximum

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

⁴ Such reimbursements may attract a Benefit in Kind liability to income tax.

IAASA Corporate Services Manager
Post advertised: 12 January 2018

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 send a curriculum vitae together with a brief covering letter setting out how they meet the above requirements, to:

Fergal Ó Briain
Head of Finance & Administration
IAASA
Willow House
Millennium Park
Naas, Co Kildare

or

recruitment@iaasa.ie

The deadline for the receipt of applications is **Friday, 26 January 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 February 2018.
- Successful candidates at this point may be invited for second interview if considered appropriate by the interview panel.

9. Further information

Persons interested in having a confidential discussion regarding this role should contact IAASA on (045) 983 616.

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.

IAASA Corporate Services Manager
Post advertised: 12 January 2018

Role: Corporate Services Manager

Reporting to: Secretary & Head of Corporate Services

The CSM would support the Head of Corporate Services in the delivery of effective and efficient Unit.

Duties include:

1. To manage the day-to-day operational duties of the Corporate Services Team.
2. **Finance**
 - To prepare monthly, quarterly and *ad hoc* budgets for management, Board, Audit Committee and Departmental purposes for review by Head of Corporate Services
 - To compile monthly reconciliations to include bank reconciliations
 - To monitoring monthly expenditure
 - To provide timely financial, statistical and other information required by the Authority's parent Department or other Departments of State/Agencies where applicable;
 - To prepare the Authority's statutory financial statements for presentation to the Chief Executive, Audit Committee, Board, C&AG and Minister;
 - To calculating PSWT and prepare PSWT documentation for relevant payments
 - To monitoring bank accounts and liaising with the bank with regard to deposit accounts maturing
 - Recommending Supplier payments ensuring are in compliance with the prompt payments act
 - Preparing prompt payment returns for publication on website and return to the Department
3. **Liaison with Revenue**
 - To prepare monthly Revenue Commissioners returns with regard to PSWT and VAT
 - To prepare annual returns to Revenue, including (but not limited to) F35, P35, VAT3, S.891 payees.
 - To respond, in consultation with the Head of Unit, to all Revenue requests for information.
4. **Procurement**
 - Oversee the procurement of goods and services in accordance with IAASA financial procedures
 - Assist operational staff in the development of procurement requests.

IAASA Corporate Services Manager
Post advertised: 12 January 2018

5. Internal Control

- To review financial procedures & internal controls
- To prepare the audit file and to liaise with the Comptroller & Auditor General's audit staff and manager;
- To develop proposals in consultation with the Head of Unit, and implement, new accounting systems;
- To assist the Head of Unit in the migration to the FMSS system;

6. Human Resource Management

- To conduct an annual review of the Authority's staff handbook, and make recommendations as appropriate.
 - To oversee tasks related to the administration of the HR function
7. To carry out quarterly reconciliation of the Fixed Asset Register with purchase records
 8. To update, maintain and test the Authority's Business Continuity Plan
 9. To ensure cover is provided for all Corporate Services staff
 10. To coordinate *Ad hoc* projects as appropriate to a CSM.
 11. Any other duties as requested by the Head of Corporate Services and/or Chief Executive.