

Irish Auditing & Accounting Supervisory Authority



Based in Naas, Co Kildare, the Irish Auditing & Accounting Supervisory Authority (IAASA) is a statutory body whose responsibilities include supervision of the prescribed accountancy bodies, promoting adherence to high standards in the accountancy profession and providing advice to the Minister for Trade & Commerce on auditing and accounting matters.

The Authority now wishes to fill the following positions:

Administrative Executive

The Administrative Executive will provide support to the Finance & Administration Manager, as well as to the Authority's Heads of Function as and when required. 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 and facilities management.

The successful candidate, who will be computer literate, will have a minimum of two years' experience in a front-line administrative/financial support role. While not essential, familiarity with public sector procurement and financial procedures would be an advantage, as would a relevant third level qualification.

Salary scale: starting at €28,441 and rising to €45,125 (Class A PRSI)

PA to Chief Executive/Receptionist

The post holder will provide PA support to the Chief Executive, secretarial support to the Authority's Heads of Function as required and will also provide a professional receptionist service to the Authority. The successful candidate, who will possess excellent organisational and administrative skills, is likely to have 2-3 years' experience in a similar role and to possess excellent keyboard skills, together with a strong knowledge of MS Office applications.

Salary scale: starting at €21,563 and rising to €34,964 (Class A PRSI)

Applicants should send a letter of application, together with a detailed curriculum vitae, to:

Mr. Fergal Ó Briain,
Finance & Administration Manager,
Irish Auditing & Accounting Supervisory Authority,
Willow House,
Millennium Park,
Naas, Co. Kildare.

Or by email to: info@iaasa.ie

to arrive by close of business on Thursday, 23 November 2006.

Applicants are asked to note that, if necessary, applicants will be shortlisted and that interviews for both posts shall take place on Thursday, 7 December, 2006.

The Irish Auditing & Accounting Supervisory Authority is committed to a policy of equal opportunity. Canvassing will disqualify.