



COMPANY SECRETARY AND HEAD OF CORPORATE SERVICES

1. Background to 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 Head of Corporate Services will have responsibility for all aspects of the Authority's administration, including finance, ICT, procurement and Human Resource Management. S/he would also act as Chief Risk Officer and Company Secretary. The Head of Unit will lead a small team in the achievement of these functions, and develop the Unit in a period of significant expansion in the Authority's functions.

3. Candidate profile

The successful candidate will be a member of an Irish Recognised Accountancy Body with significant experience in finance, administration and corporate governance.

The successful candidate will ideally have:

- operated at a senior level in a regulatory or regulated entity;
- detailed knowledge in financial management and reporting, ideally in the public sector;
- experience in corporate governance matters and working with a board of directors;
- strong and demonstrable experience in managing competing demands and in driving performance and results;
- experience in managing and developing a multidisciplinary team of staff;
- ability to develop and maintain relationships with key stakeholders; and
- self-motivation, commitment and energy, with a passion to serve and protect the public interest.

4. Indicative description of principal duties and responsibilities

Reporting to the Chief Executive, the Head of Corporate Services will hold overall responsibility for the operation of IAASA's secretariat, financial and corporate services role. A detailed job specification is appended. In this context, the key duties and responsibilities include:

- i. supervising and leading the Authority's Corporate Services Function;

- ii. controlling and managing the Authority's Finance Function;
- iii. providing effective ICT and facilities support services;
- iv. managing the Authority's Human Resource Management Function;
- v. acting as Company Secretary to the Authority;
- vi. carrying out the functions of Chief Risk Officer; and
- vii. undertaking such other duties and responsibilities as may be reasonably and properly delegated by the Chief Executive.

5. Salary

This is a permanent position and the salary on commencement for *new entrants*¹ to the public service is €95,661, rising annually following each year's satisfactory performance on the following scale:

€95,661; €99,490; €103,337; €107,177; €110,452(Max); €113,901*; €117,352**.

* Long service increment 1: payable after three years' satisfactory service on the maximum

** Long service increment 2: payable after six years' satisfactory service on the maximum

Increments (other than long service 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. *Working Hours:* Your responsibilities with the Authority will be such that you will devote all of your working time and attention to the affairs of the Authority. Consistent with existing IAASA staff members, your normal working week is a 39 hour week, typically worked during IAASA's normal working hours of 9:00 to 17:30. This represents IAASA's previous 36.25 hour net working week, plus an additional 2.75 hours per week agreed under the 'Lansdowne Road Agreement'. The working hours may be revised from time to time in accordance with Government policy as applying to public servants generally.

Notwithstanding the foregoing, you will be expected to be reasonably available to travel and work outside normal hours and to conform to such hours of work as may, from time to time, reasonably be required. The rate of remuneration payable covers any extra attendance liability that may arise from time to time.

6.2. *Rest Periods:* The terms of the Organisation of Working Time Act, 1997 will apply to this appointment.

6.3. *Tenure:* This is a wholetime permanent position.

6.4. *Location:* The role is based in Naas. Travel and subsistence allowances are paid in accordance with rates applicable to civil servants.

6.5. *Annual Leave:* The annual leave allowance is as applicable to a civil service Principal Officer (Higher), currently 30 days. This is in addition to statutory public holidays and Good Friday.

¹ Persons who have not, on the date of appointment, been employed in the public service on a continuous basis since 1 January 2011.

- 6.6. *Sick Leave:* Pay during sick absence will apply in accordance with the provisions of the Public Service Sick Leave Regulations.
- 6.7. *PRSI:* Officers who pay Class A rate of PRSI will be required to sign a mandate authorising the Department of Employment Affairs and Social Protection to pay any benefits due under the Social Welfare Acts directly to the Authority. Payment during illness will be subject to the officer making the necessary claims for social insurance benefit to the Department of Employment Affairs and Social Protection within the required time limits.
- 6.8. *Superannuation:* The successful candidate will be a member of the Single Public Service Pension Scheme 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.
- 6.9. *Additional Superannuation Contribution:* This appointment is subject to the Additional Superannuation Contributions in accordance with Part 4 of the Public Service Pay and Pensions Act 2017.
- 6.10. *Professional subscriptions and Continuing Professional Development ('CPD'):* IAASA reimburses the annual membership subscription to the incumbent's legal professional body, and 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 send a curriculum vitae together with a brief covering letter setting out how they meet the above requirements, to recruitment@iaasa.ie, marked for the attention of the Chief Executive.

The deadline for the receipt of applications is **5:00pm on 26 November 2020**. Late applications will not be considered.

8. Selection process

The selection process includes the following elements:

- Dependent upon the number of applications received, IAASA 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. The interview may be either face to face or virtually using a remote platform.
- Successful candidates at this point may be invited for second interview if considered appropriate by the interview panel. Candidates invited for second interview may be requested to consider a case-study or make a presentation. This second interview may be either face to face or virtually using a remote platform.

9. Further information

Persons interested in having a confidential discussion regarding this role should contact IAASA by email to recruitment@iaasa.ie

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.



Role: Secretary & Head of Corporate Services

Reporting to: Chief Executive

The Head of Corporate Services will have responsibility for all aspects of the Authority's administration, including finance, ICT, procurement and Human Resource Management. S/he would also act as Company Secretary.

Key Duties and Responsibilities:

1. Responsibility for the management, control and delivery of finance, administration, ICT, facilities, Human Resource Management and related services and to produce such reports as are necessary in that regard;
2. To supervise, lead, develop and manage the Function's staff;
3. To ensure that the Chief Executive is at all times apprised of developments within the Function's remit;
4. To provide timely financial and other information to the Chief Executive, Board and Audit and Risk Committee;
5. To provide effective ICT and facilities support services;
6. To provide professional and strategic advice to the Chief Executive on matters coming within the Function's remit;
7. To act as an effective member of the Leadership Team;
8. To carry out the function of Company Secretary;
9. To carry out the function of Chief Risk Officer;
10. To ensure compliance with those legal, regulatory, Departmental and internal requirements of relevance to the Function's remit.
11. **Financial:**
 - 11.i. To control and manage the Authority's finance function;
 - 11.ii. To control and manage the operation of the Authority's transaction cycles;
 - 11.iii. To control and manage the maintenance of the Authority's financial records;
 - 11.iv. To monitor and, where applicable, propose amendments to the Authority's internal financial procedures and/or other relevant policies and manage any subsequent amendments;
 - 11.v. To provide timely financial and other management information to the Chief Executive, Board and Audit and Risk Committee;

- 11.vi. To implement and operate an appropriate control environment and to exercise financial and other controls to ensure, *inter alia*, the control and protection of public monies and the Authority's adherence to legislative, regulatory and Departmental requirements governing the use of such monies;
 - 11.vii. To ensure the Authority's compliance with those other legal, regulatory, Departmental and internal requirements of relevance to the Function's remit (including, *inter alia*, procurement, tax law, prompt payments legislation, internal financial procedures etc.);
 - 11.viii. To liaise with the Authority's internal auditors on matters of relevance to the Function's remit.
12. **Company Secretary:**
- 12.i. To ensure compliance with the Authority's legal and other obligations;
 - 12.ii. To discharge the statutory functions assigned to the Company Secretary by the Companies Act(s);
 - 12.iii. To act as Secretary to the Board and where appointed acting as Secretary to its Committees;
 - 12.iv. To carry out the directions of the Board;
 - 12.v. To ensure that the Board and its Committees are provided with all requisite information and support enabling them discharge their functions in an effective manner;
 - 12.vi. To ensure that the company's and directors' respective responsibilities under company law are complied with; including, *inter alia*, those relating to:
 - i. maintenance of minutes of Board and Committee meetings;
 - ii. maintenance of statutory registers;
 - iii. filing of returns with the Registrar of Companies as required and within statutory timeframes;
 - iv. convening of members' meetings and provision of requisite notice, as required;
 - v. ensuring that the provisions of the company's establishing legislation and Memorandum and Articles of Association are adhered to; and
 - vi. management of amendments to the company's constitutional documents as required.
 - 12.vii. To implement and manage appropriate systems and processes to ensure the Board's ongoing compliance with its obligations under the Code of Practice for the Governance of State Bodies;
 - 12.viii. To implement and manage appropriate systems and processes to ensure directors' and affected employees' ongoing compliance with their respective obligations under Ethics in Public Office legislation;

12.ix. To liaising with, and facilitate the work of, the Authority's internal and external auditors.

13. Chief Risk Officer:

13.i. To carry out the functions of the Authority's Chief Risk Officer

13.ii. To draft, manage, review, update and report on the Authority's Risk Register, ensuring that it includes all relevant risks;

13.iii. To liaise with and report to the Authority's Audit and Risk Committee, ensuring that they are properly apprised of all relevant risks;

13.iv. To report all significant risks to the Board of the Authority;

13.v. To work with other members of the Authority's Leadership team in identifying emerging risks, identifying mitigating actions, scoring risks in line with the Authority's risk policies, and where appropriate removing risks which are no longer relevant.

14. Facilities Management:

14.i. To ensure the effective provision of the Authority's support infrastructure and effective facilities management;

14.ii. To manage the Authority's procurement function (with, where appropriate, input from other Units) and to oversee the operation of contracted services (other than those reporting to other Units);

14.iii. Where considered necessary, to develop proposals for policy formulation and oversee the development of such policies.

15. Information & Communications Technology:

15.i. To design, develop and maintain the Authority's IT systems;

15.ii. To develop and implement the Authority's IT and related policies and procedures;

15.iii. To ensure the ongoing security, integrity and robustness of data;

15.iv. To develop and implement appropriate contingency procedures, including data backup and disaster recovery;

15.v. To provide timely and effective support to Authority management and staff, and IT training to Authority staff and management as required;

15.vi. To manage, maintain and develop the Authority website;

15.vii. To maintain and support the Authority's communications systems;

15.viii. To liaise with other data providers e.g. the CRO database etc.;

- 15.ix. Where considered necessary, develop proposals for policy formulation and oversee the development of such policies.
- 16. Human Resource Management:**
- 16.i. To monitor, develop and manage the Authority's HR systems;
- 16.ii. To ensure the implementation of an appropriate performance management system
- 16.iii. To develop and maintain appropriate systems to ensure suitable training programmes are in place for all staff;
- 16.iv. To ensure compliance with all relevant legal obligations (including, *inter alia*, health and safety, employment law etc).
- 17. Departmental & Other 3rd Party Interactions:**
- 17.i. To act as principal point of contact between the Authority and the Department;
- 17.ii. To deal with Departmental requests e.g. Parliamentary Questions, requests for information / statistics etc.;
- 17.iii. To deal with requests for information/statistics from other Departments/Agencies
- 17.iv. To act as Health & Safety Officer;
- 17.v. To act as Disability Access Officer.
- 18. Other – Administration:**
- 18.i. To provide input to the development of Authority policy of relevance to the Function's remit;
- 18.ii. To oversee the management of the Authority's administration of payroll related personnel matters including annual leave, sick leave, increment dates, recruitment advertising etc.;
- 18.iii. To manage the Authority's legal services function;
- 18.iv. Where considered necessary, to develop proposals for policy formulation and oversee the development of such policies.
- 19. Other – General:**
- 19.i. To manage the Annual Report preparation and other publishing requirements and ensure compliance on the part of the Authority with the Official Languages Act;
- 19.ii. Where considered necessary, develop proposals for policy formulation and oversee the development of such policies.
20. To undertake such other roles as conferred from time to time and which are commensurate with the post of Head of Corporate Services.