

IAASA – Project Executive September 2021

1. IAASA

The Irish Auditing and Accounting Supervisory Authority 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 ('the Act'). As such, its employees are public servants.

2. Post overview

IAASA seeks to recruit a Project Executive to work in its Regulatory and Monitoring Supervision ('RMS') unit. Working as part of a small team, the successful candidate will perform a diverse range of assignments relating to the supervision and regulation of the audit and accountancy profession, as set out in the Companies Act 2014.

3. Essential requirements

The successful candidate will be a qualified accountant, solicitor or barrister with experience in a regulatory/compliance environment or other areas of relevance to IAASA's regulatory and monitoring remit.

In addition, he/she will be able to demonstrate the following skills and personal attributes:

- excellent communication and interpersonal skills;
- confident, committed and enthusiastic;
- an ability to work collaboratively as a member of a team;
- technically proficient in areas of relevance to the role with a high level of attention to detail;
- proficient in the use of ICT systems; and
- an appreciation of IAASA's objectives, a keen awareness of the environment within which it operates and a strong commitment to serving the public interest.

4. Indicative description of principal duties and responsibilities

Working as a member of the RMS team, the Project Executive's principal duties and responsibilities will include:

- supervision of the Prescribed Accountancy Bodies ('PABs'), including execution of supervisory reviews of their regulatory activities;
- conducting reviews of PAB's constitutional documents and amendments thereto;
- management of the PABs' annual return process and collation of responses;

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- participating in the preparation of management and organisational reports;
- review of statutory notifications received from the RABs, auditors and companies;
- performing such administrative duties as are required to ensure the RMS unit's/IAASA's effective operation and administration; and
- carrying out duties appropriate to the post and any other tasks as may be assigned from time to time.

This job description is intended as a basic guide to the scope and responsibilities of the position; it is subject to regular review and amendment as necessary.

5. Salary

This is a permanent position. The salary on commencement, equivalent to civil service Professional Accountant Grade II, is €63,275, rising annually following each year's satisfactory performance on the following scale:

€63,275; €64,720; €66,163; €67,612; €69,056; €70,100; €71,573; €73,067(n-max); €75,498¹; €77,936².

Increments (other than long service increments), subject to satisfactory performance, may be awarded annually.

The salary on commencement shall be on the first point, 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 Scheme³ 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 with occasional travel both within Ireland and the UK, subject to Covid-19 restrictions. Travel and subsistence allowances, where arising, are paid in accordance with rates applicable to civil servants.
- 6.3. *Annual Leave*: The annual leave allowance based on a standard 39-hour week is as applicable to a civil service Professional Accountant Grade II, currently 27 days *per annum*. This is in addition to statutory public holidays and Good Friday.
- 6.4. *Professional subscriptions and Continuing Professional Development ('CPD')*: IAASA will reimburse the successful candidate's annual membership subscription to the relevant Prescribed Accountancy Body/Law Society 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.
- 6.5. *Public Services Stability Agreement 2013-2020*: The provisions of the Public Services Stability Agreement apply to all staff in IAASA. These provisions include a standard working week of 39 hours.

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

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

³ Existing public servants may be eligible for membership of IAASA's Superannuation Schemes

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7. Application procedure

Persons interested in this role should submit their *Curriculum Vitae* along with a brief covering letter to careers@iaasa.ie. Due to current Covid restrictions, applications are being accepted by e-mail only.

The deadline for the receipt of applications is **12:00 noon on Thursday, 23 September 2021**. 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 Monday, 4 October 2021.
- Successful candidates at this point may be invited for second interview if considered appropriate by the interview panel which may include a presentation or consideration of a case study.

9. Further information

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.