

2022

Regulatory & Monitoring  
Supervision Unit

**Regulatory  
Supervisor  
Detailed Job  
Specification 2022**

## **1. Background to 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 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 Regulatory Supervisor to work in its Regulatory & 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 hold a third level degree or professional qualification in a relevant discipline with a minimum of 5 years 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;
- excellent report writing skills;
- analytical, problem solving, decision making, planning and organisational skills;
- an ability to assess complex/once off issues and problems;
- an ability to work on own initiative;
- 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 Regulatory Supervisor will:

- supervise the Prescribed Accountancy Bodies ('PABs') & Recognised Accountancy Bodies ('RABs'), using a risk based, outcome focused approach to supervision.
- conduct desk-based, onsite and thematic reviews where appropriate, draw conclusions and make recommendations to deliver robust timely, effective, and efficient supervision;
- take responsibility for own work, and ensure appropriate outcome of inspections and supervisory work is communicated clearly and effectively to the team, management and to the PAB/RAB;

- contribute to the implementation of a supervisory programme of work to address issues, themes and supervisory risk identified through the team's review of the sector;
- undertake detailed analysis of PABs/RABs financial and regulatory return data;
- manage of the PABs'/RABs' annual return process and collation of responses;
- conduct reviews of PABs'/RABs' constitutional documents and amendments thereto;
- develop and maintain positive stakeholder relationships internally and externally;
- participate in the preparation of management and organisational reports and perform such administrative duties as required to ensure the effective operation of the unit; and
- carry out such other ad-hoc supervisory 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

The salary on commencement, equivalent to civil service Higher Executive Officer, is €52,897, rising annually following each year's satisfactory performance on the following scale:

€52,897; €54,443; €55,986; €57,529; €59,077; €60,619; €62,164(n-max); €64,394<sup>1</sup>; €66,619<sup>2</sup>

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 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*: IAASA operates a flexible working policy, with occasional travel within Ireland and Europe. 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 36.25-hour week is as applicable to a civil service Higher Executive Officer, currently 29 days *per annum*. 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.

<sup>1</sup> Long service increment 1: payable after three years' satisfactory service on the maximum

<sup>2</sup> Long service increment 2: payable after six years' satisfactory service 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.

## 7. Application procedure

Those interested in this role should submit their *Curriculum Vitae* along with a covering letter to [careers@iaasa.ie](mailto:careers@iaasa.ie), including the term 'Regulatory Supervisor' in the subject line. Applications are being accepted by e-mail to this address only, and will be acknowledged within two working days.

The deadline for the receipt of applications is **12:00 noon on Friday, 9 December 2022**. 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 shall be invited for interview on **19 & 20 December 2022**. Interviews will be held in person in Naas. Applicants must be available on one of those days.

## 9. Further information

Persons interested in having a confidential discussion regarding this role should contact IAASA by e-mail to [careers@iaasa.ie](mailto:careers@iaasa.ie), and this will be arranged.

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

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



**IAASA**

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Supervisory Authority

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