

2023

**IAASA Finance
Executive
Detailed job specification
– March 2023**

1. Introduction

The Irish Auditing and Accounting Supervisory Authority (IAASA) is the independent body in Ireland responsible for the supervision of the accountancy profession. Its role includes:

- oversight of the Recognised Accountancy Bodies' functions in respect of statutory auditors and supervision of the regulatory functions of the Prescribed Accountancy Bodies;
- the inspection and promotion of improvements in the quality of auditing of Public Interest Entities and the investigation of the conduct of certain PIE audits;
- adoption of standards on auditing, professional ethics and internal quality control; and
- examination and enforcement of certain listed entities' periodic financial reporting.

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. Overview of the role

The Finance Executive will be responsible for the day-to-day payment and receipt processing for the Authority, monthly report preparation, and assisting with the delivery of the Authority's finance and administrative function.

3. Essential requirements

Applicants will have a minimum of two years' relevant experience in a finance role, and will hold or be studying for a relevant professional qualification. A background working in a public body will be an advantage.

The successful candidate will also be able to demonstrate:

- excellent organisational and administrative skills;
- a high level of proficiency in the use of MS office applications, including in particular Microsoft Excel;
- strong interpersonal and communication skills (both oral and written), with a high attention to detail in written communication;
- a professional, cooperative and confident approach to dealing with internal and external stakeholders;
- a solution-orientation with an ability to progress tasks on their own initiative and see them through to a satisfactory conclusion; and
- flexibility in approach to workload.

4. Indicative duties and responsibilities

As a member of a small team, duties will be varied and may change over time in line with the needs of the unit and organisation. The key areas of responsibility include:

- review and processing of all invoice and payment requests to the Authority;
- oversight of expense claim processing;
- oversight of weekly pay runs;
- debtor management (statutory levies & grant income);
- month-end processes and reconciliations;
- audit preparation and support;
- oversight of administrative tasks undertaken within the corporate services unit as required;
- undertaking other duties as they arise appropriate to the role.

The above list is indicative only and duties may be altered from time to time, as considered necessary at the discretion of the head of unit or the chief executive.

5. Salary

This is a permanent position. The salary scale for new entrants to the public service, which is equivalent to the civil service executive officer (standard) scale is:

€33,812	€35,714	€36,788	€38,884	€40,763	€42,580	€44,391	€46,164
€47,955	€49,696	€51,492	€52,692 (n-max)		€54,403 ¹	€56,127 ²	

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

The salary on commencement for new entrants will be €33,812, 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 but may require occasional travel to Dublin for meetings. While the Authority operates a flexible working policy, the role will require regular attendance in Naas based on organisational need.
- 6.3. *Annual Leave*: The annual leave allowance is as applicable to a civil service executive officer, currently 23 days, rising in steps to 27 days after 14 years service. 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 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.

7. Application procedure

Persons interested in this role should submit their *Curriculum Vitae* along with a covering letter to careers@iaasa.ie. Applications are accepted by e-mail only, and will be acknowledged within two working days.

The deadline for the receipt of applications is **12:00 noon on Tuesday, 11 April 2023**. 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.

¹ Following 3 years on the maximum

² Following 6 years on the maximum

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

- Thereafter, applicants, or in the event of short-listing those respondents that have been shortlisted, shall be invited for interview. Applicants should note that interviews will be held Thursday, 27 April 2023, in the Authority's offices in Naas.

9. Further information

Further information on IAASA and its activities can be obtained at www.iaasa.ie.

Persons interested in having a confidential discussion regarding this role should contact IAASA *via* careers@iaasa.ie, including telephone contact number. IAASA will return calls within two working days.

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



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