

2023

**Administrative  
Executive (fixed term)  
(Fixed Term)**

**Detailed job specification**

**November 2023**

### **Disclaimer**

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## Vision

Public trust and confidence in quality auditing and accounting



## Mission

Upholding quality corporate reporting and an accountable profession

## Our Values



### Excellence

Striving to be the best we can be



### Independence

Regulating impartially and objectively



### Integrity

Being trustworthy and respectful

### **1. IAASA**

The Irish Auditing and Accounting Supervisory Authority ('IAASA') is the independent body in Ireland responsible for, amongst other matters, the:

- a) inspection and promotion of improvements in the quality of auditing of public interest entities;
- b) examination and enforcement of certain listed entities' periodic financial reporting;
- c) supervision of the regulatory functions of the prescribed accountancy bodies; and
- d) adoption of standards on auditing, professional ethics and internal quality control.

### **2. Overview of the role**

The Administrative Executive (fixed term) will be responsible for the provision of high quality administrative support to the staff of the various operational units in respect of a wide range of activities. The successful candidate will work closely with other team members on the delivery of a wide range of projects and processes as well as providing support to the head of unit with day-to-day activities.

### **3. Essential requirements**

Applicants will have a minimum of two years' relevant experience in an office environment. A professional or third-level qualification in an area relevant to the responsibilities of the position, and/or a background working in a regulatory setting 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. The key areas of responsibility include:

- provision of comprehensive administrative support to the team and the Authority;
- data input and analysis in respect of information received from stakeholders;
- carrying out research and analysis on key topics related to the activities of the unit;
- preparation of documents, correspondence, reports and presentations;
- arranging meetings, assisting with preparation of agendas, maintaining records of meetings;
- maintaining unit records, both electronic and hardcopy with responsibility for the unit's filing system and implementation of its data management policy;
- maintaining up-to-date contact lists, templates and registers;

- scheduling, administrative & research support;
- dealing with routine external queries;
- liaising with other units; and
- undertaking other duties as they arise.

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 fixed term position for a period of 42 weeks, commencing as early in 2024 as may be. The salary scale for new entrants to the public service, which is equivalent to the civil service executive officer (standard) scale) is:

€34,562 €36,464 €37,538 €39,634 €41,513 €43,330 €45,141 €46,914 €48,705  
 €50,446 €52,264 €53,482 (n-max) €55,219 (after three years on n-max) €56,969 (after six years on n-max)

The salary on commencement for new entrants will be €34,562, 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. *Public service status:* 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.
- 6.2. *Superannuation:* The successful candidate will be a member of the Single Public Service Pension Scheme<sup>1</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, NDP Delivery & Reform, and are dependent on personal circumstances on recruitment.
- 6.3. *Location:* IAASA's offices are in Naas, Co Kildare. IAASA operates a flexible working policy but the role will require regular attendance at the office. Travel and subsistence allowances are paid in accordance with rates applicable to civil servants.
- 6.4. *Annual Leave:* The annual leave allowance is as applicable to a civil service Executive Officer (standard scale), currently commencing at 23 days. This is in addition to statutory public holidays and Good Friday.
- 6.5. *Professional subscriptions and Continuing Professional Development ('CPD'):* IAASA reimburses the annual membership subscriptions to relevant professional bodies, subject to BIK where applicable, 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.

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<sup>1</sup> The SPSPS is a Defined Benefit scheme. Existing public servants may be eligible for membership of IAASA's Superannuation Schemes.

## **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 [careers@iaasa.ie](mailto:careers@iaasa.ie). Applications are being accepted by e-mail only, and must include the term 'Administrative Executive (fixed term)' in the subject line. Applications will be acknowledged within two working days.

The deadline for the receipt of applications is **12:00 noon on Monday, 11 December 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.
- Thereafter, applicants, or in the event of short-listing those respondents that have been shortlisted, shall be invited for interview on **19 December 2023, in the Authority's offices in Naas.**

## **9. Further information**

Persons interested in having a confidential discussion regarding this role should submit their preferred contact details to [careers@iaasa.ie](mailto:careers@iaasa.ie).

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.



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