

2023

Corporate Reporting Specialist

**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) examination and enforcement of certain listed entities' periodic corporate reporting;
- (b) inspection and promotion of improvements in the quality of auditing of public interest entities;
- (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. Post overview

IAASA's Financial Reporting Supervision Unit (FRSU) examines the compliance of certain entities' periodic corporate reporting with applicable accounting standards (principally IFRS and Irish/UK GAAP) and relevant legislation. Additionally, Corporate Reporting Specialists will examine the compliance of those entities' sustainability reporting in accordance with the Corporate Sustainability Reporting Directive (CSRD). The Unit is also responsible for liaising with other countries' financial reporting and enforcement bodies and fora, including the European Securities Markets Authority (ESMA). Working as part of a small team of committed and highly motivated professionals, the successful candidate will have responsibility for a diverse range of projects and assignments relating to these functions.

3. Essential requirements

The successful candidate will be eligible for membership of an Irish Recognised Accountancy Body with substantial post qualification experience at a suitably senior level in areas of relevance to the role (e.g., audit, financial reporting, sustainability or in an associated enforcement environment), and will possess extensive knowledge of corporate reporting standards. In addition, the successful candidate will ideally:

- (a) demonstrate a strong track record in the exercise of sound professional judgement;
- (b) possess the capacity to operate effectively and credibly at senior levels within a professional environment;
- (c) possess excellent communication and interpersonal skills including excellent report writing ability; and
- (d) be capable of demonstrating an appreciation of IAASA's objectives and values.

4. Indicative description of principal duties and responsibilities

Reporting to the Senior Financial Reporting Manager, the Corporate Reporting Specialist's principal responsibilities will include performing a range of duties associated with FRSU's functions as outlined above.

Such responsibilities include:

- i. planning and conducting examinations of the annual and half-yearly financial reports of entities within IAASA's remit to determine whether they have been prepared in accordance with the relevant corporate reporting standards, primarily IFRS, Irish/UK GAAP and European Sustainability Reporting Standards (ESRS);
- ii. preparing reports on individual examinations and developing proposals for appropriate enforcement actions in response to issues arising;
- iii. preparing correspondence to entity's directors on matters arising and analysing their subsequent responses;

- iv. conducting thematic studies to research the corporate reporting methodologies used by a range of entities;
- v. contributing to IAASA's responsibility to cooperate with other EU accounting enforcers, including preparing summaries of enforcement decisions for submission to ESMA and presenting at meetings;
- vi. research and other work related to IAASA's role in the cooperation in the development of Irish/UK GAAP;
- vii. contributing to IAASA's advocacy and advisory remits including presenting to stakeholders on corporate reporting matters;
- viii. performing such administrative duties as are required to ensure the effective operation and administration of FRSU and IAASA; and
- ix. undertaking such other duties as are assigned from time to time.

This outline is indicative only and duties may be altered from time to time, as considered necessary or otherwise appropriate, at the discretion of the Head of Operations or the Chief Executive. IAASA's offices are in Naas, Co Kildare. IAASA operates a flexible working policy but the role will require attendance at the office in Naas as well as engagement with stakeholders in Ireland and overseas. Part-time working arrangements may be considered, but full-time preferred.

5. Salary

This is a permanent position and the salary on commencement, which is non-negotiable, is €79,836, rising annually following each year's satisfactory performance on the following scale:

€79,836; €82,342; €84,856; €87,362; €89,867; €92,848 (n-max); €96,240¹; €99,635².

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. *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 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, NDP Delivery & Reform, and are dependent on personal circumstances on recruitment.

6.3. *Location:* IAASA's offices are in Naas, Co Kildare. As stated above, IAASA operates a flexible working policy but the role will require attendance at the office in Naas as well as engagement

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

with stakeholders in Ireland and overseas. 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 Professional Accountant Grade I, currently 30 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 subscription to the incumbent's principal Recognised Accountancy 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 careers@iaasa.ie. Applications are being accepted by e-mail only, and must include the term 'Corporate Reporting Specialist' 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:

- (a) 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. The interview board will have due regard for the need to maximise the breadth of experience of FRSU's cohort of Corporate Reporting Specialists;
- (b) thereafter, applicants, or in the event of short-listing those respondents that have been shortlisted, will be invited for interview on **Monday, 18 December 2023 at the Authority's offices in Naas**;
- (c) successful candidates at this point will be invited for second interview, which may include a case study and/or presentation. Second interviews will be scheduled for the week commencing 8 January 2024; and
- (d) IAASA hopes to form a panel of suitably qualified candidates for future similar vacancies, which will be kept on place for two years.

9. Further information

Persons interested in having a confidential discussion regarding this role should submit such request including their preferred contact details to careers@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.



**Irish Auditing & Accounting
Supervisory Authority**

Willow House
Millennium Park
Naas, Co. Kildare
W91 C6KT
Ireland

Phone: +353 (0) 45 983 600
Email: info@iaasa.ie

www.iaasa.ie