

2024

Finance & Travel Officer

Detailed job specification

June 2024

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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 corporate services unit (CSU) provides all internal support services to the Authority, including finance, HR, ICT, facilities management and administration, together with company secretarial functions. The Finance & Travel Officer processes payments for IAASA, and makes international and local travel bookings for staff.

3. Essential requirements

The successful candidate will have at least one years experience in a similar role. They will be able to demonstrate knowledge of *Microsoft Office* applications, mainly *Outlook*, *Word* and *Excel*. Experience in the public sector, while not essential, will be an advantage. Similarly relevant qualifications such as IATI will be an advantage.

4. Indicative description of principal duties and responsibilities

Reporting to the Corporate Services Manager, the Finance & Travel Officer's principal responsibilities will include performing a range of duties associated with CSU's functions as outlined above.

Such responsibilities include:

- i. routine checking of invoices for processing in accordance with IAASA's payment procedures;
- ii. preparation of weekly pay run for approval;
- iii. principal point of contact for IAASA's travel agent as organiser of foreign travel for all operational staff;
- iv. maintenance of relevant logs, such as credit card payments and mileage book; and
- v. 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 Corporate Services or the Chief Executive. IAASA's offices are in Naas, Co Kildare. While IAASA operates a flexible working policy, this role will require regular attendance at the office.

5. Salary

This is a permanent position. The salary on commencement, which is non-negotiable, is €29,296, rising annually following each year's satisfactory performance on the following scale:

€29,296	€31,019	€31,457	€32,313	€33,572	€34,831	€36,089
€37,005	€38,043	€39,248	€40,098	€41,291	€42,477	€44,328 (max)
LSI 1: €45,782	LSI 2: €46,449					

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

Alternative arrangements may apply to existing public servants. The rate of total remuneration and hours of attendance 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 Scheme¹. 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.

6.4. *Annual Leave:* The annual leave allowance is as applicable to a civil service Clerical Officer, currently 22 days rising over time to 26 days. This is in addition to statutory public holidays and Good Friday.

7. Application procedure

Persons interested in this role complete the application form (available on www.iaasa.ie/careers) and should send it together with a *Curriculum Vitae* to careers@iaasa.ie. Applications are being accepted by e-mail only, and should include the term 'Finance & Travel Officer' 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, 8 July 2024**. Late applications will not be considered.

8. Selection process

Dependent upon the number of applications received, the Authority may shortlist respondents. In that event, short-listing will be based solely on the material submitted. Thereafter, shortlisted applicants will be invited for interview on **Wednesday, 24 July**, at the Authority's offices in Naas.

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.

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



IAASA

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Supervisory Authority

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