

2025

ICT & Facilities Executive

Disclaimer

The Irish Auditing & Accounting Supervisory Authority accepts no liability and disclaims all responsibility for the consequences of anyone acting or refraining from acting on the information contained in this document or for any decision based on it.

Every effort has been made to ensure the accuracy of the information contained in this document. However, the Irish Auditing & Accounting Supervisory Authority accepts no responsibility or liability howsoever arising from any errors, inaccuracies, or omissions occurring in this document.



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. About IAASA

The Irish Auditing and Accounting Supervisory Authority (IAASA) is responsible for overseeing the regulation of auditors and accountants in Ireland. Its key functions include:

- **Setting Standards** – Establishing auditing and sustainability assurance standards.
- **Supervising Professional Bodies** – Ensuring accountancy bodies regulate their members effectively.
- **Corporate Reporting Oversight** – Monitoring financial reporting of certain entities under EU regulations.
- **Audit Quality Supervision** – Inspecting the quality of audits for Public Interest Entities (PIEs).
- **Enforcement** – Conducting investigations into compliance with auditing and accounting regulations.

2. Post overview

The ICT & Facilities Executive will assist the Head of Corporate Services in the delivery of an effective administrative support function to the Authority, particularly in the areas of ICT and facilities management.

3. Essential requirements

Candidates will have a minimum of two years' experience in a similar role, and should hold a professional or third-level qualification in an area relevant to the responsibilities of the post. While not essential, familiarity with public sector procurement and financial procedures would be an advantage.

The successful candidate will also be able to demonstrate:

- the ability to take ownership of tasks and see them through to a satisfactory conclusion;
- the ability to work effectively in a team environment;
- the ability to communicate ideas clearly and concisely both orally and in writing;
- strong analytical skills;
- good attention to detail; and
- proficiency in a broad range of software packages and Microsoft Office applications.

Candidates will be assessed against a competency framework and will be expected to demonstrate their competency in:

- Analysis & decision making;
- Technical knowledge;
- Delivery of results; and
- Interpersonal & communication skills.

4. Indicative description of principal duties and responsibilities

A detailed job description is set out in Appendix I. As a member of a small team, duties will be wide and varied. The key areas of responsibility include:

- Principal point of contact with the ICT support service provider to ensure day-to-day maintenance of the Authority's ICT network
- providing advice and assistance to all staff on MS Office applications, including Word, Excel, SharePoint etc;

- day-to-day maintenance of the Authority's ICT ticketing log;
- procurement of ICT-related goods and services;
- procurement and day-to-day contract management of facilities-related contracts, e.g., cleaning services;
- assistance with compilations of data access request responses;
- maintenance and testing of the Authority's business continuity plan; and
- other duties as they arise appropriate to an Administrative Executive.

The foregoing 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 Unit or the Chief Executive.

5. Salary

This is a permanent position and the salary scale, equivalent to the civil service Executive Officer scale, is:

€37,544	€39,465	€40,550	€42,667	€44,564	€46,400
€48,229	€50,019	€51,848	€53,670	€55,604	€56,900
€58,748(LSI 1) ¹	€60,610(LSI 2) ²				

The successful candidate will commence on the first point of the scale. 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. 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 attendance at the office where necessary.
- 6.4. *Annual Leave:* The annual leave allowance is as applicable to a civil service Executive Officer, currently 23 days rising over time to 27 days. This is in addition to statutory public holidays and Good Friday.
- 6.5. *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 subscription⁴ 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.

¹ Following 3 years on the maximum

² Following 6 years on the maximum

³ The SPSPS is a Defined Benefit scheme. Existing public servants may be eligible for membership of IAASA's Superannuation Schemes.

⁴ Such reimbursements may attract a Benefit in Kind liability to income tax.

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 'ICT & Facilities Executive' in the subject line. Applications will be acknowledged within two working days.

The deadline for the receipt of applications is **12:00 noon on Wednesday, 2 July 2025**. 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. The interview board will have due regard for the need to maximise the breadth of experience of the Unit's cohort of Audit Inspectors.
- Thereafter, applicants, or in the event of short-listing those respondents that have been shortlisted, shall be invited for interview on **Wednesday, 16 July 2025, in 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 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.

Job Title: ICT & Facilities Executive

Reporting To: Secretary & Head of Corporate Services

To support the Head of Corporate Services in the delivery of a robust and effective ICT function, and to act as the Authority's facilities manager.

1. System maintenance

- To assist users in day to day ICT-related queries such as remote access and MS Office Applications
- To monitor outstanding ICT issues via an ICT ticketing system
- Liaise with the external ICT support company
- To act as principal point of contact on all day-to-day issues regarding:
 - the external e-mail security portal
 - IAASA's webhost service provider
 - the time & attendance system

2. Communications (Mobile and SharePoint)

- To act as administrator for Office365, ensuring appropriate and controlled access
- To maintain the Authority's intranet site, and make recommendations for improvement
- To manage board members access to the website members area, and to assist in its development
- To manage user access to the website, and assist as required with users' content management
- To manage provision and security of IAASA's mobile devices, including laptops and mobile phones

3. Data Management

- To monitor the ongoing ICT back-up procedures
- To monitor arrangements for data security and make recommendations to the Head of Unit
- To ensure that the Authority data destruction policies are applied to ICT data storage devices
- To assist the Head of Corporate Services in ensuring that ICT systems are GDPR compliant
- To assist the Data Protection Officer in compiling data in response to Subject Data Access Requests

4. Procurement/budgeting

- To liaise with service providers as required to ensure levels of service are maintained and any issues resolved
- To manage an annual review process for all facilities management service providers
- To monitor ICT expenditure
- To prepare Request for Tender documents with the assistance of the Finance Officer/Office of Government Procurement

5. Fixed Assets

- To maintain the Authority's Fixed Asset Register
- To maintain a register of all mobile assets (laptops, modems, memory sticks etc) and their current location
- To maintain a log of staff acknowledgments of obligations attaching to mobile assets assigned to them
- To ensure mobile assets are kept securely when not assigned to individuals
- To maintain the communications room
- To oversee the routine upgrade and replacement of ICT assets, including laptops and mobile devices
- To arrange for the appropriate disposal of obsolete assets, ensuring any data stored on such ICT assets is protected

6. Business Continuity

- To assist the Head of Unit in the testing of an organisational Business Continuity Plan
- To carry out annual testing of the ICT aspects of the Disaster Recovery Plan
- To oversee external penetration testing of the ICT network

7. General

- To assist the Head of Unit with *ad hoc* projects arising from time-to-time
- Other duties as they arise appropriate to an Administrative Executive



**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