

2026

**Administration &
Facilities Officer
(Part-time)
Detailed Job
Specification**



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

Administration & Facilities Officer (Part-time), Corporate Services

Closing Date: 12:00 noon, Friday, 29 May 2026

General Information

Job Title	Administration & Facilities Officer, Corporate Services
Location	Naas, Co. Kildare While IAASA operates flexible working, this role will require daily attendance at the Naas office
Salary Scale	€15,802, €16,672, €16,894, €17,326, €17,962, €18,597, €19,233, €19,695, €20,219, €20,828, €21,257, €21,860, €22,459, €23,393 (max), LSI 1: €24,128, LSI 2: €24,767 Starting salary for new entrants to the public service will be €15,802
Annual Leave	11 days per annum, plus statutory public holidays and Good Friday
Working hours	This role will require 18:07 hours a week.
Tenure	Part-time, permanent

About IAASA

The Irish Auditing and Accounting Supervisory Authority (IAASA) is the statutory body 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 and sustainability reporting of certain entities under EU regulations
- **Audit Quality Supervision:** Inspecting the quality of audits of public interest entities (PIEs)
- **Enforcement:** Conducting investigations into compliance with auditing and accounting regulations

Overview of Post

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 Administration & Facilities Officer (part-time) provides administrative support to these functions.

Principal Duties and Responsibilities

Reporting to the Corporate Services Manager, the Administration & Facilities Officer (part-time) will be responsible for providing administrative support across CSU. The principal duties and responsibilities of the role include the following:

- Logging and distributing all correspondence received by IAASA.
- Arranging meetings, both in-house and at external locations.
- Maintaining administrative logs and registers, including Excel logs, post logs, and training registers.
- Providing administrative support for recruitment-related activities and general HR administrative tasks as required.
- Monitoring levels of stationery and ICT consumables, and reordering when necessary.
- Acting as point of contact for suppliers and facilities service providers.
- Undertaking low-value procurements, such as booking meeting rooms and ordering consumable items.
- Providing administrative support to the Corporate Services Manager and the Company Secretary.
- Providing cover for travel requests in the absence of the Finance & Travel Officer.
- Undertaking other duties as assigned from time to time.

This outline is indicative only and duties may be amended at the discretion of the Head of Corporate Services or the Chief Executive.

The person

Essential requirements

The successful candidate will have at least one year's experience in a similar role, or a post-leaving certificate qualification in a relevant area.

They will demonstrate knowledge of *Microsoft Office* applications, mainly *Outlook*, *Word* and *Excel*.

Experience in the public sector, while not essential, will be an advantage.

Terms of Employment

Salary

This is a permanent position, with a weekly attendance of 18:07 hours. The salary on commencement, which is non-negotiable, is €15,802, rising annually following each year's satisfactory performance on the Civil Service Clerical Officer scale, which is as follows:

€15,802	€16,672	€16,894	€17,326	€17,962	€18,597	€19,233
€19,695	€20,219	€20,828	€21,257	€21,860	€22,459	€23,393 (max)
LSI 1: €24,128		LSI 2:€24,767				

Increments may be awarded annually, subject to satisfactory performance.

Alternative arrangements may apply for 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.

Annual Leave

The annual leave allowance is as applicable to a clerical officer in the civil service, currently 11 days, rising over time to 13 days. This is in addition to statutory public holidays and Good Friday.

Superannuation

The successful candidate will be a member of the Single Public Service Pension Scheme. The SPSPS is a Defined Benefit scheme. 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.

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

Other Terms of Employment

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.

Location: IAASA's offices are in Naas Co. Kildare. While IAASA operates flexible working, this role will require daily attendance at the office in Naas.

Probation

The appointment will be subject to a six-month probationary period.

How to Apply

To apply, please submit a CV and a brief covering letter setting out how you meet the requirements above to careers@iaasa.ie.

Applications are accepted by email only which should include 'Administration & Facilities Officer, Corporate Services' in the subject line.

Applications will be acknowledged within two working days.

Closing date: 12:00 noon on Friday 29 May. Late applications will not be considered.

Please note that canvassing will result in disqualification from the recruitment process.

Selection process

The selection process will include the following elements:

- Depending on the number of applications received, IAASA may shortlist candidates based solely on the application material submitted
- Shortlisted candidates will be invited for interview on 9 June in Naas
- An assessment exercise may also form part of the process

IAASA hopes to form a panel of suitably qualified candidates for future similar vacancies which will be kept in place for two years.

Interviews will be capability-based, assessed against the [Clerical Officer Capability Framework](#) and will be expected to demonstrate their capability in:

- Building Future Readiness
- Evidence Informed Delivery
- Communicating and Collaborating

Further information

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

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

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

Disclaimer

The Irish Auditing and Accounting Supervisory Authority accepts no liability for any loss or consequences arising from reliance on this document. While every effort has been made to ensure accuracy, no responsibility is accepted for errors, inaccuracies or omissions howsoever arising.