

IAASA – Project Executive December 2016

1. IAASA

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

- oversight of the auditing profession and supervision of the regulatory functions of the Prescribed Accountancy Bodies;
- examination and enforcement of certain listed entities' periodic financial reporting; and
- inspection of the quality of audit work performed by the auditors of public interest entities.

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.

2. Post overview

IAASA seeks to recruit a Project Executive to work in its Regulatory and Monitoring Supervision ('RMS') unit. Working as part of a small team, the successful candidate will assist in the performance in a diverse range of assignments relating to the supervision and regulation of the audit and accountancy profession. Specifically, the work involved relates to IAASA's remit under the:

- Companies Act 2014; and
- European Union (Statutory Audits) (Directive 2006/43/EC), as amended by Directive 2014/56/EU, and Regulation (EU) No 537/2014) Regulations 2016.

3. Essential requirements

The success candidate will be a qualified accountant, solicitor or barrister with experience in a regulatory/compliance environment or other areas of relevance to IAASA's regulatory and monitoring remit.

In addition, he/she will be able to demonstrate the following skills and personal attributes:

- excellent communication and interpersonal skills;
- confident, committed and enthusiastic;
- an ability to work collaboratively as a member of a team;
- technically proficient in areas of relevance to the role with a high level of attention to detail;
- proficient in the use of ICT systems; and
- an appreciation of IAASA's objectives, a keen awareness of the environment within which it operates and a strong commitment to serving the public interest.

4. Indicative description of principal duties and responsibilities

Working as a member of the RMS team, the Project Executive's principal duties and responsibilities will include:

- assisting in the supervision of the Prescribed Accountancy Bodies ('PABs'), including participation in supervisory reviews of their regulatory activities;
- receiving and responding to complaints and referrals received regarding the PABs and their members/member firms;
- responding to queries from members of the public;

IAASA – Project Executive December 2016

- management of the PABs' annual return process and collation of responses;
- participating in the preparation of management and organisational reports;
- review of statutory notifications received from the RABs, auditors and companies;
- performing such administrative duties as are required to ensure the RMS unit's/IAASA's effective operation and administration; and
- carrying out duties appropriate to the post and any other tasks as may be assigned from time to time.

This job description is intended as a basic guide to the scope and responsibilities of the position; it is subject to regular review and amendment as necessary.

5. Salary

This is a permanent position and the salary on commencement for *new entrants*¹ to the public service is €52,889, rising annually following each year's satisfactory performance on the following scale:

52,889 – 54,119 – 58,765 – 60,132 – 61,494 – 62,862 – 64,227 – 65,000 – 65,000 – 65,000(max) – 66,573² – 68,647³

Increments, subject to satisfactory performance, may be awarded annually (see Paragraph 6.5).

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. *Superannuation*: The successful candidate will be a member of the Single Public Service Pension Scheme⁴ 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 & Reform, and are dependent on personal circumstances on recruitment.
- 6.2. *Location*: The role is based in Naas with occasional travel both within Ireland and the UK. Applicants will be required to participate in UK-based supervisory visits which are generally of one week's duration. Travel and subsistence allowances, where arising, are paid in accordance with rates applicable to civil servants.
- 6.3. *Annual Leave*: The annual leave allowance based on a standard 39-hour week is as applicable to a civil service Professional Accountant Grade II, currently 27 days *per annum*, rising to 30 days after five years. This is in addition to statutory public holidays and Good Friday.
- 6.4. *Professional subscriptions and Continuing Professional Development ('CPD')*: IAASA will reimburse the successful candidate's annual membership subscription to the relevant Prescribed Accountancy Body/Law Society/Kings Inn 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.
- 6.5. *Public Services Stability Agreement 2013-2018 ('the Lansdowne Road Agreement')*: The provisions of the Public Services Stability Agreement apply to all staff in IAASA. These

¹ Persons who have not, on the date of appointment, been employed in the public service on a continuous basis since 1 January 2011.

² After three years satisfactory service at the maximum.

³ After six years satisfactory service at the maximum.

⁴ Existing public servants may be eligible for membership of IAASA's Superannuation Schemes

IAASA – Project Executive December 2016

provisions include a standard working week of 39 hours, and a deferral of increments in certain circumstances.

7. Application procedure

Persons interested in this role should submit the application form along with a brief covering letter to:

Fergal Ó Briain
Secretary and Head of Finance & Administration
Irish Auditing & Accounting Supervisory Authority
Willow House
Millennium Park
Naas, Co Kildare
W91 C6KT

The deadline for the receipt of applications is **5:00pm on Tuesday, 3 January 2017**. 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 16/17 January 2017.
- Successful candidates at this point may be invited for second interview if considered appropriate by the interview panel which may include a presentation or consideration of a case study.

9. Further information

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.