

# Irish Auditing & Accounting Supervisory Authority

## Project Manager - Regulatory & Monitoring Supervision Unit

### **1. Indicative description of principal duties and responsibilities**

Reporting to the Head of Regulatory & Monitoring Supervision, Project Managers' principal duties and responsibilities will include performing a broad and diverse range of duties associated with IAASA's remits under the:

- Companies (Auditing and Accounting) Act 2003 (as amended),
- European Communities (transitional period measures in respect of third country auditors) regulations 2009 and
- European Communities (statutory audits) (directive 2006/43/EC) Regulations 2010 respectively,

### ***Such duties and responsibilities include:***

- planning and executing reviews of all aspects of the Prescribed Accountancy Bodies' ('PABs') disciplinary and regulatory activities;
- preparing draft reports on individual reviews, formulating draft recommendations to address issues arising and the subsequent monitoring of relevant PABs' implementation of recommendations and directions;
- conducting reviews of PABs' constitutional documents and proposed amendments thereto and formulating queries and recommendations based on such reviews;
- critically examining complaints and referrals received regarding the PABs and their members/member firms and formulating draft conclusions and recommendations in respect of same;
- planning and implementing the Regulatory & Monitoring Supervision Unit's response to issues of a public interest nature as required;
- responding to queries from members of the public;
- activities related to IAASA's statutory Enquiry and Investigation remits respectively;
- management of the PABs' annual return process;
- monitoring of Recognised Accountancy Bodies' compliance with Conditions attached to their recognitions;
- contributing to IAASA's advocacy and advisory remits respectively;
- assisting in the provision of specialist advice to the Head of Regulatory & Monitoring Supervision, Chief Executive, Board and Minister on auditing, accounting and related matters;
- duties associated with IAASA's remits in the areas of third country auditor registration, transfer of working papers and quality assurance respectively;
- assisting in the ongoing development and improvement of IAASA's procedures and practices; and
- co-operation and consultation activities with counterparts and other regulators, both domestically and internationally as necessary;

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- preparing material for inclusion in Board papers;
- taking day to day responsibility for the delivery of high quality services to IAASA's internal and external stakeholders;
- performing such administrative and clerical duties as are required to ensure the Unit's/IAASA's effective operation and administration;
- undertaking such other duties as are assigned from time to time.

The foregoing is indicative only and Project Managers' duties can be altered from time to time, as considered necessary or otherwise appropriate, at the discretion of the Chief Executive.

### **2. Salary scale with effect from 1 January, 2011**

The salary scale for this position as of 1 January **2010** is as follows:

#### **Personal Pension Contribution (PPC) Scale**

€68,553, €70,626, €72,706, €74,781, €76,853

However, candidates should note that on or from 1 January, 2011 the salary scale for new entrants will reflect the Government decision to reduce public service pay rates by 10% and that the rate of remuneration may be adjusted from time to time in line with Government pay policy.