

Irish Auditing & Accounting Supervisory Authority

IAASA is the independent body in Ireland responsible for the examination and enforcement of certain listed entities' periodic financial reporting and the supervision of the accountancy profession. IAASA will shortly be conferred with direct responsibility for the quality assurance of the audits of Public Interest Entities. This and other functions have been conferred upon IAASA by the Companies Act 2014, and the Authority now seeks to expand its Conduct & Legal Services Unit through the recruitment of a:

Legal Services Manager

The Legal Services Manager will support the Head of Conduct and Legal Services in the delivery of the Unit's objectives, including the conduct function, registration of certain liquidators and provision of in-house legal services to IAASA.

The successful candidate will hold a third-level qualification or equivalent in an area relevant to the responsibilities of the post, and possess a minimum of two years post qualification experience in a similar role. In addition, the following will be an advantage:

- In-house legal advisor experience, preferably in a public sector environment;
- Experience of administrative and regulatory law;
- Experience in systems of registration of members; and/or
- Knowledge of public sector tender process and procurement rules.

The salary scale for this position is €46,081 to €58,294.

Detailed job descriptions and information on IAASA and its activities can be obtained at www.iaasa.ie.

Applicants should submit a CV together with a covering letter setting out how they meet the specified requirements as outlined in the job description. The deadline for the receipt of applications is 3:00pm on 21 July 2016. Late applications will not be considered.

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

Administrative Executive

The Administrative Executive will provide administrative support to the Conduct and Legal Services Unit, and to the Authority as required. Duties will be varied, and will include a range of activities pertaining to the Unit's conduct and liquidator registration functions as well as to its general administration.

The successful candidate should hold a third-level qualification or equivalent in an area relevant to the responsibilities of the post. Other relevant experience would include:

- work in a legal services department or office;
- work in a similar regulatory body;
- work on a system of registration of members.

The salary scale for this position is €27,739 to €47,975.

