

# **IAASA – Administrative Executive**

## **July 2016**

### **1. IAASA**

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

- (a) examination and enforcement of certain listed entities' periodic financial reporting;
- (b) supervision of the regulatory functions of the Prescribed Accountancy Bodies; and
- (c) registration of certain liquidators.

As part of the recent European audit reform measures, IAASA has been given responsibility to inspect the quality of audit work performed by the auditors of public interest entities ('PIEs'). A new unit has been set up in IAASA with an overall objective to inspect the auditors' work and promote improvements in the quality of auditing of PIEs, and it will commence its inspections in 2016..

IAASA is a State Body established by the Companies Act 2014 ('the Act') and, as such, its employees are Public Servants.

### **2. Post overview**

The Administrative Executive will initially be assigned to the Conduct and Legal Services Unit, reporting to the Head of Conduct and Legal Services. The Unit supports the work of the Head of Conduct and Legal Services including the conduct function, registration of certain liquidators and provision of in-house legal services to IAASA.

### **3. Essential requirements**

Candidates 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 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;
- good listening skills;
- strong analytical skills;
- good attention to detail; and
- proficiency in Excel, Word, PowerPoint and Outlook applications.

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

Such duties and responsibilities include:

- managing the registration of certain liquidators including responding to queries, corresponding with applicants and preparing applications for Board decision;
- assisting in the provision of legal services including processing of Statutory Instruments through the electronic statutory instruments system;
- administrative support for the Conduct and Legal Services Unit;

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- acting as secretary to section 933 and 934 statutory Enquiry and Investigation committees respectively, including arranging meetings, preparation of board papers, preparation of legal notices, etc;
- attending meetings and maintaining records of meetings;
- organising and maintaining files;
- carrying out research and analysis on key topics including liquidators;
- responsibility for significant elements of projects relevant to liquidator registrations, conduct and legal services;
- maintenance of website content for the Unit;
- preparation of supplemental analysis and schedules in support of the annual budget process;
- tasks as assigned by the Legal Services Manager such as coordination of cross-Unit publications including the Annual Report; 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 Chief Executive.

### 5. Salary

This is a permanent position and the salary on commencement for *new entrants*<sup>1</sup> to the public service is €27,739, rising annually following each year's satisfactory performance on the following scale:

€27,739	€29,712	€30,821	€32,687	€34,360	€35,977
€37,588	€39,166	€40,760	€42,311	€43,909	€44,967(max)
€46,473(LS11) <sup>2</sup>	€47,975(LS12) <sup>3</sup>				

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 Scheme 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. Travel and subsistence allowances, where arising, are paid in accordance with rates applicable to civil servants.
- 6.3. *Annual Leave*: The annual leave allowance is as applicable to a civil service Executive Officer, currently 23 days, rising to 24 and 25 days after five and ten years respectively. This is in addition to statutory public holidays and Good Friday.
- 6.4. *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 subscription<sup>4</sup> and fund all mandatory CPD. IAASA also supports participation in relevant training

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

<sup>2</sup> Following 3 years on the maximum

<sup>3</sup> Following 6 years on the maximum

<sup>4</sup> Such reimbursements may attract a Benefit in Kind liability to income tax.

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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 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 a detailed *Curriculum Vitae* together with a covering letter setting out how they meet the above requirements 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 **3:00 pm on Thursday, 21 July 2016**. 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.
- Successful candidates at this point may be invited for second interview and/or an assessment of their proficiency in MS Office applications if considered appropriate by the interview panel.

### **9. Further information**

Persons interested in having a confidential discussion regarding this role should contact IAASA on (045) 983 600.

Further information on IAASA and its activities can be obtained at [www.iaasa.ie](http://www.iaasa.ie).

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