



**Appointment to the Board of the Irish Auditing and Accounting Supervisory Authority
(IAASA)**

Closing Date: 15:00 on 14th August 2020

**State Boards Division
Public Appointments Service
Chapter House, 26 – 30 Abbey Street Upper, Dublin 1**

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stateboards.ie operates under the auspices of the Public Appointments Service and is committed to a policy of equal opportunity.

The Public Appointments Service (PAS), established under statute in 2004, provides an independent shared service in recruitment, assessment and selection to organisations across the Civil and Public Services. On 30 September 2014, the Government decided that the PAS should also be given responsibility for putting in place an open, accessible, rigorous and transparent system to support Ministers in making appointments to State Boards. Our dedicated website, www.stateboards.ie, is the channel through which the PAS advertises vacancies on State Boards. It is also the means through which accomplished, experienced and qualified people, including people who might not previously have been identified as available for appointment, can then apply to be considered for particular vacancies.

Membership of State Boards

High standards of corporate governance in all State Agencies, whether in the commercial or non-commercial sphere, are critical to ensuring a positive contribution to the State's overall social and economic development.

Members of State Boards are appointed to act on behalf of the citizen to oversee the running of the affairs of state bodies. State bodies must serve the interests of the taxpayer, pursue value for money in their endeavours (including managing risk appropriately), and act transparently as public entities. Members of State Boards, and the relevant management team, are accountable for the proper management of the organisation.

Board members should act on a fully informed basis, in good faith, with due diligence and care, and in the best interest of the State body, subject to the objectives set by Government. In that regard and in accordance with 13.2 of the Guidelines on Appointments to State Boards, "it is advisable that no member of a State Board should serve more than two full terms of appointment or should hold appointments to more than two State Boards."

The [Code of Practice for the Governance of State Bodies 2016](#) (the Code) provides a framework for the application of best practice in corporate governance by both commercial and non-commercial State bodies.

In order to be an effective contributor on a State Board it is recommended that members should:

- bring independent and objective scrutiny to the oversight of the organisation;
- be prepared to be challenging when necessary while being supportive to the delivery of organisational strategy and objectives;
- be equipped to offer considered advice on the basis of sound judgement and experience;
- be prepared to make a time commitment to their work commensurate with their role.

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Location:	Department of Business, Enterprise and Innovation Earlsfort Centre, Lower Hatch St., Dublin 2
Number of Vacancies:	1
Remuneration:	€7,695. (It should be noted that in line with the 'One Person One Salary' principle, no public servant will be entitled to receive remuneration in the form of board fees, save for situations that are statutorily provided for e.g. Worker Directors). Travel and subsistence is payable at appropriate civil service rates.
Time Requirements:	Seven half-day meetings <i>per annum</i> , plus an overnight/full day meeting/strategic planning meeting. Meetings, which include ongoing training, are of three-to-four hours duration with a similar preparation time required

Candidates' attention is also drawn to the provisions of the Code in relation to Audit and Risk Committee membership which can be found [here](#).

1. Background

The Irish Auditing and Accounting Supervisory Authority's mission is to contribute to Ireland having a strong regulatory environment in which to do business by supervising and promoting high quality financial reporting, auditing and effective regulation of the accounting profession in the public interest.

IAASA was established in 2006 under the Companies (Auditing and Accounting) Act 2003: it exercises its powers and carries out its functions under the provisions of the Companies Act 2014.

IAASA's key functions include:

- examination and enforcement of certain listed entities' periodic financial reporting;
- oversight of the Recognised Accountancy Bodies' ('RABs') functions in respect of statutory auditors and supervision of the regulatory functions of the Prescribed Accountancy Bodies ('PABs');
- inspection and promotion of improvements in the quality of auditing of Public Interest Entities ('PIEs');
- adopting auditing, ethical and internal quality control standards for auditors;
- conducting investigations relating to the audit of PIEs and enquires regarding the PABs' compliance with their approved investigation and disciplinary procedures and the RABs' performance of their functions in respect of statutory auditors, as well as on a discretionary basis whether a member of a PAB has complied with that body's standards.

Additional information on IAASA including Work Programme 2020–2022, Annual Reports, statutory functions and updates on activities can be accessed on the IAASA website at www.iaasa.ie.

2. Functions of the Board

IAASA is governed by a Board of directors made up of representatives of stakeholders and members nominated by the Minister for Business, Enterprise and Innovation. IAASA is answerable to the Oireachtas.

Pursuant to the Companies Act 2014, IAASA is governed by a Board of nine directors, eight of whom are non-executive and appointed by the Minister having been nominated by the following entities:

- Minister for Business, Enterprise and Innovation (two nominees, incl. Chair)
- Prescribed Accountancy Bodies (two nominees)
- Central Bank of Ireland
- Director of Corporate Enforcement
- Irish Stock Exchange
- Revenue Commissioners

The remaining director is the Chief Executive, who is appointed by the Board. The Act specifies that the Authority operates independently of Government and the Minister is statutorily precluded from giving directions to the Authority in the discharge of its functions.

The Board has a formal Schedule of matters reserved to it for decision which cover key areas of policy and the statutory functions and powers of IAASA. Certain matters are delegated to Board committees.

The current membership of the Board: -

Name	First Appointed	Reappointed	Expiry Date	Position type	Basis of appointment
Aisling McArdle	03/01/2020		02/01/2023	Board Member	Irish Stock Exchange Nominee (now operates under the trading name Euronext Dublin)
Clodagh Hegarty	30/05/2020		29/05/2023	Board Member	Prescribed accountancy body nominee
David Hegarty	03/01/2020		02/01/2023	Board Member	Director of Corporate Enforcement nominee
Ronan J Nolan	30/05/2020		29/05/2023	Board Member	Prescribed accountancy body nominee
Kathleen Redmond	23/01/2020		02/01/2021	Board Member	Revenue nominee
Kevin Prendergast CEO	14/11/2016			Board Member	Ex Officio
Martin Sisk	21/12/2016		20/12/2021	Chairperson	Ministerial nominee
Mary Burke	14/10/2015	03/01/2018	02/01/2021	Ordinary Member	Central Bank nominee
Nicole Lappin	13/09/2017		12/09/2020	Board Member	Ministerial nominee

3. Person Specification

The Minister for Business, Enterprise and Innovation invites applications from suitably qualified candidates to fill one position on the Board of IAASA.

Candidate's attention is drawn to the provisions of the Code in relation to the role of a Board member, where the principle states: -

- Each State body should be headed by an effective Board which is collectively responsible for the long-term sustainability of the body.
- Non-executive Board members should bring an independent judgement to bear on issues of strategy, performance resources, key appointments and standard of conduct.

Details on the role of Board Members can be found in Section 3 of the Code which can be found [here](#).

Essential

Section 907 (2A) of the Companies Act 2014 provide that persons appointed as directors of IAASA must be persons that are knowledgeable in areas relevant to statutory audit.

Candidates therefore should demonstrate and provide evidence of, as appropriate, at least one of the following:

- Significant knowledge or experience of audit and accounting;
- Extensive experience at senior management level in a large organisation, ideally including membership of the audit committee. Such experience in a PIE will be an advantage;
- Considerable knowledge of, and experience in, the practice of company law;
- Substantial knowledge, other than the above, in an area relevant to statutory audit.

It is essential that the candidate be able to work well with board members as well as with the Executive of IAASA and be able to engage with potentially complex audit, accounting and legal matters.

Directors of IAASA require objectivity, independence, integrity, good faith and must be committed to the highest standards of integrity and governance in order to contribute to the maintenance of IAASA's extremely high standards in this regard.

Desirable

- experience in the area of regulation
- evidence of a good understanding of regulatory processes
- previous board/committee experience
- experience at an appropriately senior level in the area of PR and communications skills, both in terms of raising its profile and good use of social media, and in media management.

The Minister shall have regard to the desirability for gender balance on the Board as the Minister considers appropriate and determines from time to time when making appointments.

In order to qualify for appointment a person must not have any legal impediment or conflicts of interest likely to interfere with his/her ability to assume the role of a member of the Board. Please give careful consideration to the possibility of any potential conflict of interest that may exist and address this in your cover letter. The Assessment Panel may decide, based on the perceived level of conflict, not to forward your name for consideration.

4. Statutory prohibitions

- i. Board members cannot be or have been within the previous three years involved in statutory audits or with a statutory audit firm. Section 907 (2B) of the Companies Act 2014 on specific requirements regarding statutory audit of public-interest entities provides that a person shall not be a member of the governing body or responsible for the decision-making in the main competent authority under the Regulation (which in Ireland is IAASA), of those authorities if during his or her involvement or in the course of the three previous years that person:
 - has carried out statutory audits;
 - held voting rights in an audit firm;
 - was a member of the administrative, management or supervisory body of an audit firm;
 - was a partner, employee of, or otherwise contracted by, an audit firm.
- ii. In accordance with section 908 of the Companies Act 2014 the candidate cannot be an elected official or a candidate for election. Section 908 provides that a person is disqualified from being a member of the Board of IAASA if that person is:
 - entitled under the Standing Orders of either House of the Oireachtas to sit in that House,
 - a member of the European Parliament, or
 - a member of a local authority.

Additionally, a member of the Board must cease to hold office on:

- being nominated as a member of Seanad Éireann,
- being nominated as a candidate for election to either House of the Oireachtas or to the European Parliament,
- being regarded, pursuant to section 19 of the European Parliament Elections Act 1997 as having been elected to the European Parliament to fill a vacancy, or
- become a member of a local authority.

5. Term of Appointment

The term of appointment is normally for a period of 3 years.

6. Submitting your Application

Before submitting your expression of interest, please review the self-assessment questionnaire which can be found [here](#). This questionnaire is designed to help you in considering whether to submit an expression of interest - you are not required to submit the questionnaire as part of the application process.

Having considered the general suitability criteria for membership of a State Board, you should consider carefully how your background and experience fits with the specific appointment criteria set out in the Person Specification section in this booklet.

Your submission should be made via the following link www.stateboards.ie together with your **Curriculum Vitae** and a **cover letter** (see Appendix 1 of this booklet for help with the online process).

IMPORTANT NOTE

Please take care when submitting your expression of interest. As the Assessment Panel will generally make its recommendation(s) based on consideration of the documentation which you submit, it is most important that you do the following:

1. *Ensure your Cover Letter (and supporting CV) clearly specifies how your particular background and experience meets the requirements of the Authority position(s) specified in this booklet, and*
2. *That you fully answer any supplementary questions which are presented to you as part of our online application process.*

This will help ensure that the Assessment Panel is as informed as possible as to the basis for your candidature and why you believe you are a person who could potentially be appointed to this State Board. **Please only include information that is directly relevant to the particular role for which you are applying.**

If you have any questions regarding the application process please email info@stateboards.ie.

7. Assessment Process

An Assessment Panel (the "Panel") will be convened by PAS to consider and assess the applications received by PAS. The Panel will:

- review and discuss the expressions of interest received against the specific appointment criteria for the role, as advertised in this Information Booklet;
- assess potential candidates further once they meet the specified appointment criteria by undertaking any or all of the following steps:
 - Consideration of the written applications; and/or
 - Meeting/conference call; and/or
 - Referee checks; and/or
 - Any other selection or verification method deemed appropriate (this may include PAS requiring statutory declarations from shortlisted applicants as to the bona fides of the qualifications and experience contained in their applications).
- arrive at a shortlist of the most suitably qualified candidates (based on the information provided by the candidate) to be sent forward for consideration by the Minister.

Please note that the Public Appointments Service will not be responsible for any expenses incurred by candidates as part of our selection process.

8. Confidentiality

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence. All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

9. Data Protection

The Data Protection Act 2018 provides that the processing of personal data shall be lawful where such processing is necessary for the performance of a statutory function of a controller. PAS is mandated by statute under the Public Service Management (Recruitment and Appointments) Act, 2004 to act as the centralised assessment and selection body for the civil service and to carry out all the procedures necessary to undertake the recruitment, assessment and selection of suitable candidates for appointment. By submitting your personal data (including your name, address, contact details and details of your education and work history contained in your curriculum vitae and cover letter) via publicjobs.ie, you acknowledge that such data may be used by the Public Appointments Service and disclosed to and used by client departments, in connection with its statutory roles to assist and advise relevant Ministers in relation to appointments to the boards of State bodies. The information contained in your publicjobs profile is yours to manage, amend, update or delete as appropriate. For more detailed information on our Data Protection Policy, please see our [Code of Practice for the Protection of Personal Data in the Public Appointments Service](#).

If your application is assessed and you are considered to be suitable for appointment your c.v. and cover letter (and any additional supplementary information requested as part of the application process), will be forwarded to the State Board Liaison Officer in the relevant Department. Once it obtains your personal data, the Department will act as data controller of such data and will retain it for up to one year following the appointment/s. Unless you request the withdrawal of your application such data may be used in considering your suitability for other similar vacancies/roles that arise for a period of up to one year for this Board.

APPENDIX 1

Submitting your application:

In order to submit your application, you should take the following steps:

1. Go to www.stateboards.ie.
2. On the bar at the top of the page click on "Available Appointments".
3. This brings you to a page with all our advertised vacancies. Select whichever position you would like to apply for (you are welcome to apply for more than one position if you wish).
4. On the relevant page please click on the "apply for position" button at the bottom of the page
5. This will bring you to a page on www.publicjobs.ie and, if you already have a publicjobs.ie account, will prompt you for your username and password. If you do not have an account, you will be asked to create one.
6. Once you input your details you will be brought to a page where there is a prompt in the middle of the page which says "apply here". Click on the link to the online application form beside it.
7. A form will appear on your screen, some of the text boxes will be populated with information from your publicjobs.ie profile (Name, address etc.). You will need to complete the rest of the fields and enter your name and the date at the bottom of the form.
8. If there is a supplementary question, ensure that your response complies with the word limit and that it does not contain any special characters (i.e. %, & etc.) or you may receive an error message and will be unable to submit your application.
9. Click on "continue".
10. You will then be brought to a screen where you should upload your CV and Cover Letter. These are required documents and your application cannot be processed without them. Once you have selected these and uploaded them, please click on the "submit" button at the bottom of the page.
11. You will receive an e-mail confirmation (to the address listed in your publicjobs.ie profile) to confirm that your application has been submitted.

You must confirm that you do not have any conflicts of interest or legal impediment which would be likely to interfere with your ability to play a full part on the Board. You must also confirm that you can make yourself available to attend meetings and to carry out the duties of a Board member.