



INSOLVENCY PRACTITIONERS ASSOCIATION

The Insolvency Practitioners Association (IPA) is a membership organisation and professional body recognised by the Government for the purposes of licensing certain of its members to act as insolvency practitioners. The only such body specialising in insolvency, it has been at the forefront of the profession in creating insolvency qualifications, widening access to insolvency knowledge and understanding, and leading debate on current issues. A team of c. 20 staff, mostly based in the City of London, is responsible for supporting the IPA's members, affiliates and students, and ensuring that the IPA's brand and reputation are both maintained and enhanced.

The IPA has an opportunity for someone capable of undertaking a challenging administrative role as co-ordinator of our desk-top monitoring (DTM) programme. This may suit someone looking for flexible/part time working, but the job does require attendance at our office in the City.

DTM ADMINISTRATOR

Your primary responsibility will be to control the coordination of inspection visits and the process of annual self certifications in relation to around 400 IPA-licensed insolvency practitioners using a risk-based assessment system. You will work with the head of monitoring and liaise with the IPA's remote-working inspectors and with other members of the in-house regulation team to ensure that monitoring processes run smoothly, so excellent communication and organisational skills are essential. There will also be some need to communicate with other professional bodies, insolvency practitioners and their staff, which will require a good professional manner.

As DTM administrator, you will also play a key role in developing the IPA's new database systems to manage all its monitoring processes. Advanced computer skills are not necessary, but you should be confident in using a database system and show a positive approach towards its development in order to improve its effectiveness for the regulation team.

A detailed knowledge of insolvency is not essential; of more value is the ability to reflect on a substantial amount of monitoring information and understand and judge how it affects practitioners' risk profiles.

The successful candidate will be entrusted with some responsibility over crucial monitoring processes, so you will need to be methodical and conscientious, comfortable working autonomously, and capable of taking the initiative.

Applicants who feel that they can contribute to a growing association of professionals and play a central part in the IPA's secretariat operations should send a CV to: -

Jenny George: HR Consultant for IPA

by email to jennyageorge@aol.com

Applications should be submitted by **21 May** with a view to participation in interviews during June.

Package:

Salary: upto £30,000, for candidates with appropriate experience.

Benefits: incl. BUPA private health scheme, death in service insurance cover, pension provision, and season ticket loan.