

## **Role: Finance and Operations Manager – Maternity Cover**

**Reporting to: Chief Executive and accountable to Finance Committee**

**Responsible for: Line management responsibility for Accounts Assistant**

**Hours: 9am to 5pm (there is an opportunity for flexible working arrangements to be considered)**

**Three Days per week**

**Location: City of London**

**Duration of Assignment: Expected to be for a period of up to 12 months starting in July/August time**

**Deadline for applicants: 10 May 2019**

The Insolvency Practitioners Association (IPA) is a membership organisation and a 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 in creating insolvency qualifications, widening access to insolvency knowledge/understanding and leading debate on current issues. A team of 20+ staff, 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.

### **Overview of role:**

The role is mainly finance focused but also includes elements of the management of IT, HR and general office maintenance.

The role is for maternity cover and is expected to be for a period up to 12 months (subject to change with notice)

### **Responsibilities:**

- Production of management accounts including processing accruals and prepayments
- Monthly cash flow forecasts
- Presentation of the above to be produced to the finance committee along with other documents requested by them on a bi monthly basis
- Management of Accounts Assistant
- Managing credit control
- Management of use of credit cards
- Preparation of accounts for auditors
- Liaison with auditors as required and any follow-up action to be taken
- Accounting for depreciations
- Management of investments and cash flow
- Management of monthly payroll for all employees, including payment of tax etc

- Production of annual P60s and P11Ds
- Acting as Secretary to the Association's Finance committee
- Assisting the Company Secretary with filing and other duties
- Management of VAT returns (including partial exemption)
- Maintaining appropriate policies and procedures relating to the finance function
- Reviewing contracts and insurance policies as and when required
- Provide liaison support between the HR company and the IPA
- Setting up of new laptops for new starters
- Overseeing and managing changes to IT structure with support
- Providing assistant to any IT queries with support
- Ensuring that the office is tidy and sufficient equipment is available
- Reviewing estate strategy

**Experience and Skills Required for this role:**

A detailed knowledge of insolvency is not essential. Candidates should be qualified accountants, holding a professional accountancy qualification, ideally CIMA, ACCA or ICAEW. You should have in addition sufficient experience to deliver the above responsibilities, such experience likely to have been gained over at least 2 years previous relevant accounting experience, ideally within a membership organisation.

The successful candidate will be entrusted with significant responsibility for the management and production of the Association's accounts and financial records and will need to be methodical and conscientious, comfortable working autonomously, and capable of taking the initiative. The post holder will work with the management team and report to the CEO. Technical skills should be demonstrated to a competent level in Excel, SAGE and ideally Microsoft CRM.

*If you are interested in this role and feel that you meet the necessary skills, please send a copy of your CV along with a covering letter to [sarahm@ipa.uk.com](mailto:sarahm@ipa.uk.com) stating your salary expectations no later than Friday 10<sup>h</sup> May 2019.*