Vacancy

Regulation Officer

The Insolvency Practitioners Association (IPA) is a membership organisation, a professional body recognised by the Government for the purposes of licensing members to act as insolvency practitioners and an anti-money laundering Professional Body Supervisor. As the only such body specialising entirely in insolvency, it has been, and continues to be at the forefront in creating insolvency qualifications, widening access to insolvency knowledge and understanding and leading debate on current issues. A team of over 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.

Job Description: A member of an office-based team, to process regulatory matters relating to licensed insolvency practitioners. This will predominantly comprise a portfolio of complaint files but will also involve the provision of support on related matters, including where necessary to those conducting monitoring inspection visits.

Key Responsibilities

- Ensuring proper swift and sensitive handling of complaints in line with regulatory targets and careful management of expectations of members and complainants - includes regular written and oral communication with parties;
- Where necessary, referring cases for formal investigation and/or preparing cases for consideration by decision-making committee, including drafting of disciplinary allegations and preparing reports and evidence bundles;
- Supporting other regulation team members, including monitoring inspectors, in ensuring licensed insolvency practitioners are regulated in accordance with internal and external targets and procedures;
- Undertaking ad hoc projects and involvement in other areas of IPA regulatory activity as required by management;
- Assisting in internal reporting as required.
Qualities: An ability to plan and prioritise own work effectively to meet KPIs is essential. Strong legal/technical knowledge of insolvency and other connected regulation and statutory requirements for the profession is essential. Being responsible for the quality of your own work, ensuring that it is accurate and error free first time and having good written and oral communication skills are key attributes required. Excellent communication and inter-personal skills, especially conveying complex information succinctly, is essential. You should be adept at communicating orally with senior audiences, getting to the nub of issues and providing reports with clarity. You should be able to work as a member of a team and have an ability to explain complex/technical issues in a sensitive way that your audience can understand. You will be proficient in all areas of insolvency, with up to date technical knowledge to JIE level, with JIE qualification desirable but not essential. Applicants who feel that they can contribute to the association of professionals and play a central part in the IPA’s Secretariat Regulation operations should apply using the details provided below. You should be able to demonstrate excellent judgment and keen problem-solving skills, be comfortable delivering at pace and able to drive your work to deadlines and manage competing priorities.

How to apply:

Applications should be submitted to Andrew Kerr, Head of Regulatory Operations by email to andrewk@ipa.uk.com or post to Insolvency Practitioners Association, Valiant House, 4-10 Heneage Lane, London EC3A 5DQ. Your application should include an application letter that details your suitability for the job and a CV.

Application Terms and Conditions:

Salary: Salary banding is between £35,000 and £50,000 commensurate on experience and qualifications.

Benefits: incl. private health scheme, death in service insurance cover and contributory pension scheme.

Annual Leave: 25 days, with an opportunity to purchase up to a further week.

Post: Permanent and 35 hours per week. Office based with opportunity for some home working, occasional requirement for work required outside normal working hours.

Closing date: We will be monitoring applications as they are received and holding interviews on a rolling basis until a suitable candidate has been recruited.

Feedback will only be available for shortlisted candidates and no agencies at this time.