



## **Vacancy for a Regulation Officer**

The Insolvency Practitioners Association (IPA) is a membership organisation and a professional body recognised by the Government for the purposes of licensing members to act as Insolvency Practitioners. As the only such body specialising in insolvency, the IPA continues to be at the forefront of creating insolvency qualifications, widening access to insolvency knowledge and understanding and leading debate on current issues. A team of over 30 staff 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**

We are ideally looking for someone who is JIE qualified (or qualified by experience) to join our Regulation team and 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, supporting colleagues conducting monitoring inspection visits. This role will be home-based with the requirement to visit the office on occasion.

### **Key responsibilities:**

- Ensuring prompt and sensitive handling of complaints in line with regulatory targets and with 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 the 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; and
- Assisting with internal reporting as required.

### **Qualities:**

- An ability to plan and prioritise own work effectively to meet KPIs is essential. We are looking for someone who is self-sufficient and self-motivating, able to manage and prioritise their own work, whilst collaborating across the team and with other members of the regulation department.
- Strong legal/technical knowledge of personal and corporate insolvency, and other connected regulation and statutory requirements of 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 are essential.
- You should be able to work as a member of a remote 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 (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 applying using the details provided below.
- Proficiency in Microsoft Office (Including Excel). Knowledge of Microsoft Teams an advantage, but not required.

## How to apply

Your application should include a letter that details your suitability for the job and a CV. Applications should be submitted to Jennifer Hills, Head of Process, by email to [jenniferh@ipa.uk.com](mailto:jenniferh@ipa.uk.com).

## Application terms and conditions

**Salary:** Competitive salary commensurate with 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:** This is a permanent full-time (35 hours per week) home working position. Occasional travel to our London office may be required from time to time.

**Closing date:** Close of business, Monday 30 November 2020.

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