



Disciplinary Chair Vacancy and Role Description

The IPA's Disciplinary and Appeal Committee (DAC) has two co-chairs, one for disciplinary hearings and one for appeals.

We are currently recruiting for the role of Disciplinary Chair to the DAC to start on 1 December 2025 for a five-year term.

The objective of the role is to chair the Committee as it conducts the second stage of the disciplinary process in line with the IPA's Articles and Rules. [IPA Governing Documents | Insolvency Practitioners Association](#) This involves the following steps:

1. Following the referral of a formal complaint from the IPA's Regulation and Conduct Committee to the DAC, the Chair appoints individuals from the existing members of the DAC to sit as a Disciplinary Tribunal, and a Legal Assessor to assist the Disciplinary Tribunal.
2. Adjudicate on administrative matters such as timings and disclosure, managing confidentiality and conflicts.

The Disciplinary Tribunal rarely sits; in the last five years it has met three times. The Chair receives a retainer of £1,000 per annum and Lay Chairs are paid a daily rate when they sit on a tribunal.

For more information about this role, please email Kim Mace, Senior Regulation Assistant, at kimm@ipa.uk.com.

About the IPA

The Insolvency Practitioners Association (IPA) is a regulator and membership organisation, recognised by the UK Government for the purposes of licensing and regulating members to act as Insolvency Practitioners (IPs). The IPA is the only body specialising solely in the regulation and improvement of insolvency UK-wide and is at the forefront of maintaining and raising professional standards in insolvency practice. This includes taking regulatory action when necessary as well as promoting good practice by creating insolvency qualifications, widening access to insolvency knowledge, and understanding and leading debate on current regulatory issues. A team of 40 staff, headquartered in the City of London, is responsible for regulating and supporting the IPA's licence holders, members, associates and students.

For more information about the IPA please visit insolvency-practitioners.org.uk

Person Specification

The role would suit a person with the following knowledge and/or experience:

- Insolvency background either as an IP or lawyer/barrister
- Experience of regulatory processes
- Experience of interpreting and implementing legislation, rules, guidance etc
- Excellent organisational skills including written and verbal communications
- Experience of working under pressure to tight deadlines
- Excellent judgement skills

Diversity and Inclusion at the IPA

The IPA is committed to diversity and inclusion. We believe that the insolvency profession, and our own organisation, does best when it reflects the society we serve. We value and promote diversity and are committed to equality of opportunity for all appointments made on merit. We positively encourage applications from people from all sections of the community, from all backgrounds and with a broad range of experience.

How to apply:

Applications should be submitted to kimm@ipa.uk.com by **31 October 2025**. Your application should include a short cover letter (max. 2 pages) that details your suitability for the role, person specification and current Curriculum Vitae.
