



JOB DESCRIPTION

Job Title

Head of Finance

Location

IPA office in London, with some overseas travel - IPA offers opportunities for hybrid working in the UK.

Reports to

Executive Director

Salary

£75,000-£86,000 per annum

Hours

35 hours per week (working hours may be required in the evenings or at weekends)

Role Description:

The International Psychoanalytical Association (“IPA”) was founded in 1910 by Sigmund Freud, to be the leading global body for psychoanalysis. Today, the IPA sets training and professional standards for more than 12,000 members practising in about 40 countries, mainly in Europe, North and South America. A charity registered in England (no.1071752) the IPA’s trustee board consists of 21 representatives, seven from each continent. The administrative headquarters is in London.

The IPA’s Head of Finance is a full-time senior management post. It requires the ability to provide strategic financial thinking as part of the senior management team, whilst ensuring that the IPA has efficient and effective financial and asset management. Specifically, it carries the following responsibilities:

Primary Purpose:

To act as the “go to” finance expert for the IPA senior management team, Treasurer and Board of Representatives (our trustees). To provide advice and information to the Treasurer and Budget and Finance Committee, acting as a sounding board. To ensure that IPA meets all its financial accountabilities with respect to its legal incorporations (currently a charity registered in England, and a not-for-profit incorporation in Delaware).

Duties and Responsibilities:

1. Officer and Committee Support

Act as the “go to” Financial expert for Treasurer and Budget and Finance Committee.
Advise on, implementing and monitoring activities as required. Providing reports as requested.

2. Governance

Ensure compliance with HMRC requirements.



Ensure annual returns and accounts are prepared, approved and sent to Companies House & Charity Commission in England and to the US regulators for IPA Trust in Delaware.

Ensure the risk register is reviewed and updated annually.

Advise on and ensure a reserves policy is in place and adhered to.

3. Budgeting

Implement an effective annual budgeting process, engaging stakeholders and providing support to the Treasurer and Budget & Finance Committee as appropriate.

4. Financial Control

Implement effective processes for procuring and paying for goods and services, protecting IPA from fraud, and reimbursing expenses.

Implement an effective process for managing debtors.

Manage the audit process and draft the annual report and account.

Manage all commercial activities for Congresses. Ensure Congresses and Events work to a break-even budget; modelling scenarios and monitoring registrations against planned and committed expenditure. Advise and implement on registration fees and discounting.

Advise Treasurer and implement agreed policies on a range of discounting and commercial activities (discounted society fees, publications, hardship funds).

Oversee the loans and research grants processes ensuring IPA recovers loans and gets value from its research investment.

Produce management accounts and recommendations.

Provide expertise in and draft financial policies and procedures.

Manage banking relationships and processes in both UK and US (and potentially elsewhere) to achieve an appropriate balance between maximising IPA returns, minimising risks and protecting investments.

5. Income

Work effectively with societies, and other IPA-related organisations where appropriate, to bill and collect dues in a timely manner, proposing policies and managing processes for bad debt and discounted dues with the Treasurer.

Monitor and manage an effective cash flow.

Look for opportunities to maximise income generation using IPA assets.

Advise and work with Investment Committee, selecting and supervising investment managers.

Ensure efficient and economical management of currency fluctuations in sterling, dollar and Euro accounts.

Propose and manage dues discounting with the Treasurer.

6. People and Supplier Management

Manage a management accountant and accounts assistant.

Responsible for payroll/pensions in the UK and payroll in the US (through outsourced payroll suppliers) and for annual negotiation of employee benefits in the UK (health, dental and life insurance.)



7. IT

Manage relationships with Key IT finance partners, advising where appropriate on updating or replacing finance systems.

Other appropriate duties as required by the Executive Director

Key Relationships

Treasurer

Budget and Finance, Candidate Loans and Research Committees

Executive Director and Deputy

Events Manager and Finance Staff

IT Partners and Audit firm

Board Members

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Qualified Accountant 	
Experience	<ul style="list-style-type: none"> Positive interest and competence in IT solutions but expertise combined with an understanding that end user needs are paramount. Broad based General Management Experience (ideally in Charity and Membership organisations) A track record of leading change 	<ul style="list-style-type: none"> Familiarity with Xero Accounting Systems, OneHub, SharePoint, iMIS or other membership databases.
Skills, knowledge and abilities	<ul style="list-style-type: none"> Financially literate. Ability to flex between the detail and a longer-term financial perspective. Well-developed project management skills Good written English, with the ability to craft clear Board level reports and analyses. Advanced Microsoft Office skills (including SharePoint). Proven people leadership skills Able to deliver difficult messages in a way which positively engages the listener. Ability to influence subtly and to exercise expertise with discretion. (lead without authority) Able to get things done by being willing to both “do” and “direct”. 	<ul style="list-style-type: none"> Fluency in French, German, Spanish or Portuguese Process Design skills.



	<ul style="list-style-type: none">• Strong delegation skills• Able to move seamlessly between detail and strategy.• Thrives when situations are complex and uncertain.• Willingness to travel internationally occasionally to attend committee and some Board meetings, and also to work weekends and evenings where necessary (recognising that the IPA is a global body and that members are volunteers working outside their working day).	
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Benefits

- 30 days annual leave entitlement plus English public holidays (or equivalent national holidays if not situated in England)
- Non-contributory defined contributions pension scheme at 15% of salary
- Private healthcare and dental plan
- Death in service payment of 4 times annual salary