

The Investment Association

Head of Finance

About the Investment Association

“At the IA, we are committed to serving our members, embracing new ideas and striving for excellence. We are inclusive, considerate and act with integrity in all we do.”

The IA champions the UK investment management industry, supporting savers, investors and businesses in the UK, across Europe, and around the world. Our 253 members manage £9.4 trillion of assets and the investment management industry supports 113,000 jobs across the UK.

Our mission is to make investment better. Better for clients, so they achieve their financial goals. Better for companies, so they get the capital they need to grow. And better for the economy and society, so everyone prospers.

The money our members manage is in a wide variety of investment vehicles including authorised investment funds, pension funds and stocks and shares ISAs. 75% of UK households now use the services of our members. The UK is the second largest investment management centre in the world, after the US and manages over a third (37%) of all assets managed in Europe.

The IA seeks to be a world-class, values-driven trade association committed to being at the forefront of industry innovation, supporting members’ businesses, by delivering a positive policy and business environment for firms.

About the Operations Team

The IA’s Operations team, led by the Deputy Chief Executive, is recognised as a high performing, sociable and dynamic team, of currently 8 people. The team encompasses Finance, HR and Operations (covering facilities and IT).

The team’s role is to ensure the smooth running of the internal functions at the IA, and as such plays an important and central role within the organisation.

Overview of the role

We are looking for a new Head of Finance to lead the Finance team and take responsibility for the finance function of the IA group of companies and 2 other entities supported by the IA. This role reports to the Deputy Chief Executive. This person is the most senior finance role in the IA and ensures all financial and legal requirements are met for these companies and that all processes and systems run smoothly and according to best practice. As such this person will need to confidently stay updated with the IA finances and regularly scenario and stress test the finances to ensure financial viability at all times.



This person will have regular contact with our CEO, Board and Finance, Audit and Risk Committee members, and manage a team including one qualified finance manager and one part-qualified accounts assistant.

The current incumbent owns the company's carbon neutral project and there is the potential for the new person to take this on if they so wish.

Main duties in this role include

- Lead and manage the finance team
- Comprehensively supervise the performance and effectiveness of our existing finance and accounting processes, tools and platforms
- Manage the production of the monthly management accounts pack, annual budget, rolling forecasts and financial statements
- Ownership of the group's annual report process, including managing the annual audit and filing with Companies House
- Manage the relationship with the payroll bureau and work closely with the benefits advisor and HR to provide for the monthly payroll and ensure full compliance with all statutory returns, payments and settlement and taxing of benefits premiums
- Preparation of all financial updates for the Board and Executive Committee, and planning, preparation and organisation of all committee meetings and papers for the Finance, Audit and Risk Committee
- Work with the Head of HR and Operations Manager to ensure all recruitment and facilities costs are within budget and included in the forecasts
- Manage annual subscription runs, ensuring continuing appropriateness of calculation methodologies
- Responsibility for all company tax matters including compliance with all corporation tax, VAT and PAYE matters
- Responsibility for the company's reserves policy, and treasury management to ensure sufficient cash flow at all times and maximising interest rate returns whilst always considering cash flow and reserves
- Responsibility for the efficient use and running of all finance IT systems which are currently Xero, Sage and Concur (for both invoicing and expenses)
- Ensure company-wide compliance with all finance policies including expenses, invoice and payment approvals.

Skills and experience

- High technical accounting skills – we are looking for a qualified accountant (ACCA, ACA) with at least 5 years post-qualification experience
- Line management of varying levels of ability from entry level to post qualification
- Experience of relationship management of external providers, including the bank, auditors, payroll bureau and benefits provider
- Management of payroll processes and understanding of statutory payroll responsibilities
- Management of various internal stakeholders, including divisional directors and CEO
- Knowledge of Xero and Concur desirable
- Ability to work well within a team and delegate appropriately but happy to be hands on if needed
- Excellent organisational skills



Personal attributes

- Excellent communicator: articulate and succinct, good command of written and spoken English
- Ability to present and discuss numerical and accounting data in a format which is easy for non-subject matter experts to understand
- Self-driven, with proven ability to drive and deliver projects and desire to learn from best practice and innovation
- Team spirited, ability to build strong relationships with people at all levels and from all backgrounds