



# **Immigration Advice Authority**

Head of Finance

Information for Applicants

## Who are we?

The **Immigration Advice Authority (IAA)**, formerly known as the Office of the Immigration Services Commissioner (OISC), aims to ensure that every individual seeking immigration advice receives trustworthy, high-quality, reliable support. The IAA was established by the Immigration and Asylum Act 1999 and is an arms-length body of the Home Office.

Led by the Immigration Services Commissioner, the IAA has an ambitious agenda to shape the future of immigration advice through enhanced regulation, enforcement, and the promotion of best practice. The organisation has adopted an outward-focused approach, keeping the advice seeker at the heart of all it does.

As part of its remit, the IAA investigates complaints or concerns about advisers and has the authority to prosecute individuals operating illegally. The organisation regulates over 3,700 individual immigration advisers and 2,000 organisations. It also enforces the regulatory regime by investigating and, where appropriate, prosecuting individuals who provide immigration advice illegally.

### our values:

*Our work is driven by five core values that define who we are and guide our actions:*

**Supportive:**

We provide compassionate and reliable support to immigration advisers, ensuring they can offer the best guidance to individuals seeking immigration advice.

**Progressive:**

We embrace innovation and continuously improve our regulatory approaches to stay ahead in a dynamic environment.

**Authoritative:**

We uphold the highest standards of professionalism and integrity, ensuring our advice and services are trusted and respected.

**Inclusive:**

We champion diversity and inclusivity, ensuring our services are accessible and equitable for all individuals.

**Collaborative:**

We build a culture of teamwork and partnership, working together with advisers, organisations, and stakeholders to achieve common goals.

## Our organisational essence

We are more than just a regulatory body; we are proud to be guardians of integrity in immigration advisory services. Led by the Immigration Services Commissioner, we have a team of 69 employees working fully remotely across the UK. We are committed to:

- **Maintaining the highest standards of professional practice**
- **Protecting vulnerable individuals seeking immigration guidance**
- **Driving sector-wide improvement and accountability**

## Our commitment to Equality, Diversity, and Inclusion

At the IAA, we are dedicated to creating an inclusive environment where every employee and stakeholder feels valued, respected, and empowered. Equality, Diversity, and Inclusion (EDI) are central to our values, and we believe that embracing these principles is essential for our success and the well-being of our community.



## Our transformational journey

We are currently embarking on an ambitious transformational programme designed to modernise our regulatory processes, enhance our organisational capabilities, disrupt illegal advisory activities, elevate industry standards through comprehensive guidance, and build an organisational culture of excellence, collaboration, and continuous improvement.

# Job Description: Head of Finance

**Accountable to:** Director of Corporate Operations

**Grade:** G7

## Overall job purpose

As the Finance Lead for the Immigration Advice Authority (IAA), you will play a pivotal role in delivering the financial strategy outlined in the IAA's Corporate Plan 2025–2027. You will support financial planning, budgeting, reporting, and programme initiatives to assist the IAA's ambition to become a high-performing, modernised regulator. This includes supporting the development of a new funding model (including leading on fees and charges), enhancing financial governance, and ensuring value for money across all operations.

## Responsibilities:

### 1. Financial Leadership

- Development and implementation of the IAA's financial strategy in line with the Corporate Plan.
- Advise and support the Commissioner and senior leadership in exploring and modelling alternative funding options.
- Provide financial insight and analysis to inform decision-making and business planning.

### 2. Budgeting and Financial Management

- Track the IAA's Grant in Aid (GIA) budget ensuring delegated allocation, effective monitoring, and reporting.
- Undertake the draft preparation of annual report and accounts and monthly financial returns to the Home Office and HM Treasury.
- Ensure compliance with government financial regulations and the IAA's Framework Agreement.

### 3. Procurement and Contract Oversight

- Oversee and manage procurement planning and contract management, ensuring alignment with public sector procurement rules and value for money.

- Work with operational teams to ensure contracts for ICT, audit, and regional services are effectively managed and deliver intended outcomes.
- Hold suppliers to account and provide challenge where contractual obligations are not being met.

#### **4. Governance and Assurance**

- Support the Director of Corporate Operations at the Audit and Risk Assurance Committee (ARAC), also acting as point of contact to members.
- Support the Director of Corporate Operations in financial risk management, internal controls, and audit readiness.
- Contribute to the development of business cases and impact assessments for legislative and operational changes.

#### **5. Transformation and Continuous Improvement**

- Support the IAA's transformation into a high-performing organisation by embedding the best financial practices and performance metrics.
- Collaborate with cross-functional teams to ensure financial sustainability of regulatory, enforcement, and development activities.

#### **6. Fees and Charges**

- Drive the IAA's work to implement a new regime of fees and charges, working closely with the Home Office and with policy colleagues in the IAA.
- Design and maintain a cost recovery charging model which enables the IAA to identify fee levels which reflect the costs of regulation.
- Lead the implementation of changes to financial processes required to make the new regime operational.

#### **7. Line Management**

- Direct managing one Finance Manager who has a Finance and Administration Officer reporting to them.
- Develop Personal objectives and provide relevant support, coaching and mentoring to the team.

#### **Person Specification – essential criteria:**

- Qualified accountant (e.g. CIMA, ACCA, CIPFA, ACA)
- Proven experience in financial leadership roles within government or regulatory bodies. Familiarity with Home Office financial systems and reporting requirements.

- Strong understanding of public sector funding models, procurement regulations, and financial governance.
- Experience supporting organisational transformation and change programmes.
- Excellent communication and stakeholder engagement skills, including with senior officials and external partners.

#### **Person Specification – desirable criteria:**

- Experience in designing and working with cost recovery charging models.
- Experience working in or with arm's length bodies (ALBs).
- Knowledge of immigration policy and regulatory environments.
- Forensic accounting background to support POCA (Proceeds of Crime Act 2022) activities.

#### **Competencies required:**

- Leadership.
- Making Effective Decisions.
- Working Together.
- Managing a Quality Service.
- Delivering at Pace.

#### **Competencies required:**

This role is fully remote but the postholder will be expected to travel UK wide to attend regular staff conferences, team meetings and external meetings as required.



## how to apply

To apply for this role please send your CV and a Supporting Statement (statement no more than two sides of A4) detailing how you meet the criteria to the Hays Recruitment Team via the link at the bottom of the advert.

As you apply you will be invited to complete an Equality and Diversity Questionnaire. This is to assist the IAA in ensuring its recruitment processes are fair to all. The questionnaire is not seen by anyone involved in the selection process. Completing the questionnaire is not mandatory.

The above must be received by Hays no later than 5pm on **23<sup>rd</sup> July 2025**.

The **proposed timetable** for selecting a successful candidate is set out below. Candidates must be available for all interview dates:

- Shortlisting completed **28<sup>th</sup> July 2025**
- Successful candidates invited to interview by **31<sup>st</sup> July 2025** (additional details to follow)
- Interview dates **8-13<sup>th</sup> August 2025** via Teams candidates must be available for interview on these dates
- Candidates informed of interview outcomes by **14<sup>th</sup> August 2025**

Please note: If you have not received a response to your application by **31<sup>st</sup> July 2025** unfortunately you have not been selected for interview and your application will not progress any further. Feedback will only be given to candidates who attend an interview.

## **Conflict of interest**

If you or a partner has any business interest or conflict of interest with the activities of the IAA, you should declare this when making your application. You should inform us if you have any indirect associations of this kind through any other family member or partnership.

# **Terms of appointment and benefits**

## **Period of appointment:**

The post is offered as a permanent appointment.

## **Salary:**

The starting salary for the role is £66,181, rising to a target rate of £70,139 per annum after completion of the 6-month probation period.

## **Location:**

You will work remotely from your home and be provided with the suitable equipment that you reasonably need to work. You will be required to travel regularly to meet with your colleagues and external stakeholders, and for organisation-wide gatherings which are usually held every two months. Travel costs will be met by the IAA in line with its Travel and Subsistence Policy.

## **Employment status:**

The IAA is a non-departmental public body (NDPB). Its members of staff are public sector workers and not Civil Servants.

## **Hours:**

The post requires a working week of 36 hours, excluding lunch breaks (Pro-rata for part-timers). Flexible working hours are available, and most IAA staff opt for this rather than standard fixed hours.

## **Annual leave:**

Your annual leave entitlement will be 25 days per annum. Following 5 years continuous employment with the IAA your annual leave allowance will increase to a full-time rate of 30 days per annum

You will also be entitled to 10½ days paid public and privilege holidays each year. Pro-rata terms apply to part-timers and employees on a contract of less than one year.



**Probation:**

You will be on probation for six months. Unsatisfactory performance during this period could result in the termination of your employment.

**Commitment to learning and development:**

The IAA will provide tailored learning and development subject to funding availability.

**Wellbeing:**

The IAA is committed to helping every colleague to feel safe, well and enabled to do their best work. To achieve this, our Wellbeing Champions Network run regular Wellbeing Events and initiatives, meaning we don't focus solely on just getting the work done but also make it a place to meet, collaborate and have fun. In turn, this helps the IAA become a cohesive organisation with happy, balanced and productive teams.

**Pensions:**

IAA contributes to the Civil Service pension scheme which includes a valuable range of benefits, including an employer contribution equivalent of 28.97% of your salary. You will be enrolled into the pension scheme when you join IAA and contributions will be deducted from your salary with effect from your start date.