

## Senior Insolvency Administrator

### About Us

We are an independent boutique firm of Licensed Insolvency Practitioners with offices in North Kent and Essex, highly regarded within the local market.

As a result of growth and increasing workload, we are looking to invest in the right additional support to help administer a varied and challenging workload of cases.

### Job Description

Working direct to the senior management team, the primary requirements of the position are:

- Understand and appreciate key commercial aspects of the insolvent company's business.
- Managing own portfolio of cases, including more complex corporate and personal insolvency appointments.
- Investigation and financial data analysis work.
- Asset recovery and realisation.
- Preparing reports, including financial data, for circulation to creditors and attending meetings
- Effective communication with a range of stakeholders, including creditors, debtors, directors, accountants, solicitors and other professionals.
- Support the business in achieving strategic objectives.

### The Successful Applicant

The ideal candidate will have CPI or JIEB qualification or suitable equivalent experience in the insolvency profession. Other requirements are good IT skills, report writing skills, command of the English language and numeracy skills.

An attractive and competitive package is available to the successful candidate. Full training and technical development will be provided by the firm and study support is available for a suitable candidate.

This is an excellent opportunity to join a progressive firm and contribute to the further growth of the business while developing a career in a fast paced and exciting industry.

If you fit this description and would like to join our busy office, please email your CV to: [sallyhills@brettsbr.co.uk](mailto:sallyhills@brettsbr.co.uk)