

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:

- Day to day management of a portfolio of cases, including corporate and personal formal insolvency appointments
- Responsible for timely case progression
- Maintaining accurate case files ensuring they meet statutory and best practice requirements
- Preparing reports, including financial data, for circulation to creditors and attending meetings
- Investigation and financial data analysis work
- Asset recovery and realisation
- Agreement of claims and distribution of funds to creditors
- Effective communication with a range of stakeholders, including creditors, debtors, directors, accountants, solicitors and other professionals
- Case closure

The Successful Applicant

The ideal candidate will have two to three years' experience in the insolvency profession, good IT skills, good command of the English language, good numeracy skills, be good at multitasking, is able to prioritise their own workload and work to statutory deadlines on their own initiative.

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.