



Insolvency Assistant Manager

Duties:

- Supporting senior manager and directors on all types of case work including CVLs, MVLs, compulsory liquidations and sequestrations.
- Manage portfolio of cases from start to finish.
- Communicate with both internal and external stakeholders including directors pre and post appointment, creditors and debtors.
- Supervising and training junior staff.
- Planning, supervising and delegating workload.

Requirements:

- Prior experience in insolvency essential, minimum 5 years.
- Qualified to CPI level would be advantageous
- Proficient in Microsoft Office including Excel.
- Excellent communication skills and ability to communicate across all levels.
- Strong report writing skills.
- Excellent organisational skills
- Ability to work autonomously and as part of a team.
- Ability to multi-task to deal with a number of cases and manage deadlines.
- Working knowledge of IPS would be advantageous
- Working knowledge of VC would be advantageous
- Willing to become involved in marketing and use existing contacts to develop additional opportunities

Preferred:

- Desire to study/complete ICAS/ACCA and JIEB qualifications. Training and support provided.