

SENIOR ADMINISTRATOR

Job description

Reporting to:	Hiring Manager/Partner	Department:	Restructuring Advisory
Location:	Bury St Edmunds	Direct reports:	XXXX

Overall job purpose

Working on a varied caseload of corporate insolvency and restructuring advisory appointments, principally comprising Administrations, Company Voluntary Arrangements and Liquidations together with informal advisory. Cases will largely be handled from initial client contact to closure, so the role incorporates:

- Asset realisations
- Ascertainment of creditors and distribution of available funds in accordance with agreed priorities
- Compliance with statutory requirements and best practice
- Liaising with and reporting to stakeholders
- Assisting case managers and office holders as otherwise necessary
- Assisting in negotiations with stakeholders regarding restructuring plan

Candidates will attend client and stakeholder meetings and may work away from the office as appropriate. This may include time spent trading, managing assets, co-ordinating advisors and dealing with creditors, e.g. retention of title claims or time to pay arrangements


The role may also involve assisting senior staff undertaking independent business or solvency reviews.

You may desire to continue developing within your career and study towards a professional qualification. RSM will provide extensive training and development to support you through your career. An opportunity to progress on to a professional qualification will be subject to business requirements and your career aspirations, but include accountancy and/or insolvency related (JIEB) qualifications.

Responsibilities

- To carry out duties assigned by the manager or partner efficiently, thoroughly and accurately, and in accordance with the firm's procedures and relevant statutory and extra-statutory obligations.
- To communicate any problems in complying with those instructions, or any contentious issues identified, to the manager or partner.
- To undertake all assigned cases to the highest standards of objectivity, integrity, and professionalism, and with appropriate awareness of the often conflicting needs of directors, contributories, and creditors. To maintain a prompt and appropriate communication with all relevant parties.
- To help to ensure a cost-effective administration, and where relevant, realisation of assets by maintaining records promptly and efficiently. To ensure a prompt and appropriate reaction to all correspondence, telephone calls and interviews.

Personal and professional qualities

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- CPI qualified or equivalent
 - Strong Academic Background
 - Experience of dealing with insolvency assignments
 - Proficient in Microsoft Office (especially Word and Excel)
 - Demonstrate a general awareness of client and business issues
 - Strong organisational and time management skills
 - Strong communication skills with internal and external client
 - Ability to work effectively within a team environment
 - A strong commercial acumen.
 - A calm approach with the ability to maintain professionalism at all times
 - High levels of confidentiality and sound judgement
 - Drive and determination
 - Five GCSEs at grades A to C including at least a grade B in Maths and English Language.

Note: This job description reflects the present requirements of the role. As duties and responsibilities change, the job description will be reviewed and will be subject to amendment in consultation with the individual.