

MANAGER - ADVISORY

Job description

Reporting to:	Director	Department:	Restructuring Advisory
Location:	Manchester	Direct reports:	Assistant Managers / Administrators

Overall Purpose

To be able to execute advisory assignments in particular:


- Business and forecast reviews;
- Business and strategic planning;
- Critical cash flow analysis and monitoring;
- Working capital management reviews;
- Accelerated business sale processes; and
- Options reviews and provision of advice to financially stressed businesses.

This will require an individual with very good quality analytical and report writing abilities as well as strong interpersonal skills.

The primary focus of the role is based in the North West market, however, we operate a national advisory practice so the successful candidate will be required to travel anywhere in the UK to undertake advisory assignments. The role will involve attending marketing events and working with the Partners to help them with their marketing and business objectives.

Responsibilities

- To plan advisory assignments in accordance with the Firm's standard procedures and relevant statutory and extra statutory obligations, and to confirm arrangements with the client, company, or appointer, including likely costs and billing arrangements.
- To be part of National Advisory team with responsibility for assignments and responsibility for mentoring and training more junior members of staff wishing to get involved in IBR/advisory work.
- To liaise with the creditors, directors and other interested parties throughout the assignment and to practise the principles of excellent client service at all times.

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- To ensure that appropriate liaison takes place with all other departments, and that all potential client needs are identified and serviced accordingly.
 - To develop a detailed knowledge of the firm's specialist services, and to undertake special work in response to client needs where appropriate.
 - Identify potential cross selling opportunities where there is a client need.
 - To review staff performance in line with the firm's procedures, ensuring that all points raised are adequately and promptly actioned, constructive feedback is given and realistic objectives are set.
 - To invest time in training and developing skills of more junior members of the team.
 - To monitor assignments to establish and achieve the earliest and most efficient completion of the appointment.
 - To closely monitor the profitability and recoverability of work in progress and to bill clients on a timely basis.
 - To record time spent on a regular basis, and to ensure that time charged is consistent with the proper performance of the work.
 - To maintain an advanced level of technical knowledge through appropriate reading and courses and to fulfil the Firm's CPD requirements.
 - To assist in recruitment and training as required.
 - Attend staff meetings and training as required.
 - Identifies areas of risk and takes action to address these.
 - Maintain an awareness and observation of Health and Safety issues within the Firm, and report any concerns to the Health and Safety Representative.
 - To proactively develop an internal and external business network with their peers. To attend networking and marketing events and develop business contacts
 - Carry out any other duties as are within the scope, spirit and purpose of the job, the title of the role and its grading, as requested by the Line Manager or Head of Department.



Personal and professional qualities

The role requires:

Qualifications:

- Candidates must be ACCA/ACA qualified and experienced in Restructuring/Advisory/Insolvency sector. JIEB qualified is preferable.

Experience:

- Experience of performing and managing advisory assignments is essential.
- Previous experience operating at a similar level in a similar role is required.
- Proven experience in client handling.
- Proven experience of people and case management skills.
- Excellent interpersonal and communication skills with both internal and external clients and staff.
- Strong organisational and time management skills.
- Strong commercial outlook.
- Strong reporting writing skills
- Good Excel skills

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.