



## **Insolvency Department – Closing & Pending Team (CPT)**

### **Administrator Role**

Location:	London (WC1H 9LG)
Tenure:	Full time, 6 month FTC to start ASAP
Reporting to:	CPT manager

An opportunity has arisen for an Insolvency Administrator to join Griffins (“the Partnership”). The role is to prepare cases for closure by drafting final reports and dealing with other statutory duties which fall due on both personal and corporate insolvency cases.

### **Duties & Responsibilities**

The role will consist of the following:

- Reviewing each case from start to finish making sure that everything has been completed according to the insolvency rules and the Partnership’s internal compliance procedures.
- Completing all outstanding issues on every case including making dividend distributions to all types of creditors.
- Ensuring compliance with the insolvency legislation, and the firm’s internal compliance procedures.
- Maintaining the IPS case diary
- Preparing financial statements, estimated outcome statements and receipts and payments accounts.
- Communicating with creditors, solicitors and agents.
- Ensuring lead teams are chased for report information and any issues with obtaining information are reported immediately to the CPT manager.
- Reviewing reports for accuracy, grammar and commerciality prior to passing to the office holder for signature.

- Undertaking any and all administrative tasks necessary to effect the efficient management of each case.
- Reporting to managers / partners on a regular basis to update them on closing case progression and any compliance issues encountered.
- Be willing to travel to clients'/intermediaries' offices where necessary.
- Maintaining up to date technical knowledge in respect of Insolvency legislation and best practice.
- Ensure timesheets are submitted on time and are compliant with the Partnership's standard for the recording of chargeable time.

## **KNOWLEDGE AND EXPERIENCE**

A minimum of twelve months experience of dealing with insolvency cases is essential.

A good working knowledge of MS Word and Excel is essential.

Previous experience with using IPS and an electronic filing system would be desirable.

## **SKILLS REQUIRED**

Organisational skills – be able to prioritise tasks to manage a portfolio of cases to closure.

Time management – be able to work to set deadlines when preparing reports, legal bundles and documents.

Case management / progression – be able to actively manage, progress cases to closure.

Analytical – be able to analyse the facts of a particular case, or scenario and understand the key issues in relation to a case.

Interpersonal skills – be able to deal with lawyers, third parties, colleagues in a way that encourages them to respond positively.

Communication- be able to produce clear correspondence and reports including long form and bullet point narrative for reports. Be able to draft comprehensive file notes of meetings and calls, maintaining clear audit trails.

**Benefits of pursuing a career with Griffins:**

- Competitive salary and benefits.
- Interesting and challenging tasks and projects.
- Opportunity to work with colleagues at all levels of the organisation and be recognised for your contribution.

**To apply for this role, please send your latest CV to [recruitment@griffins.net](mailto:recruitment@griffins.net).**

*Griffins is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.*