



Insolvency Department

Administrator Role

Location:	London (WC1H 9LG)
Tenure:	Full time, permanent to start ASAP
Reporting to:	Team manager

An opportunity has arisen for an Insolvency Administrator to join Griffins. The role is to prepare annual reports, six month case reviews and to deal with various other statutory and case administration duties which fall due on personal and corporate insolvency cases.

The role will suit someone who has some administrative experience and strong attention to detail who is looking to pursue a career in insolvency.

Duties & Responsibilities

The role will consist of the following:

- Preparing annual reports, case reviews and dealing with other statutory duties.
- Ensuring compliance with the insolvency legislation, and the Partnership's internal compliance procedures.
- Maintaining the IPS case diary.
- Communicating with creditors, solicitors and agents.
- Preparing estate account journals and cheque requisitions.
- Ensuring that case bonds are in place and adjusted where necessary.
- Reviewing reports for accuracy, grammar and commerciality prior to passing to the office holder for signature.
- Ensuring that dividends are notified, admitted, calculated and paid within the required time frame.
- Ensuring that creditor committees are correctly constituted, meetings are SIP compliant with appropriate notice provided and reports are issued to the committee in timely manner.

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

Knowledge and experience

A levels (or equivalent academic qualifications) as a minimum. Degree qualification preferred (particularly where the degree subject is within a related field such as Law or Accountancy).

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

Prior experience of administering a portfolio of insolvency cases would be beneficial, as would experience of using IPS.

Prior experience of using an electronic filing system/ document management system would also be beneficial.

Skills required

Organisational skills – be able to prioritise tasks to manage competing pressures on a portfolio of cases.

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

Case management / progression – be able to actively manage and progress tasks to completion.

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:

- An opportunity to build a rewarding career in insolvency with exposure to interesting and challenging cases.
- On-the-job training in all aspects of case administration.
- Work with colleagues at all levels of the organisation and be recognised for your contribution.
- Competitive salary and benefits including 25 annual leave days per year, contributory pension scheme, season ticket loan scheme, life assurance and private medical insurance.

To apply for this role, please send your latest CV to 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.