



Job Description Proforma

Job Title	Senior Administrator
Job Grade	E02
Office location	London
Department	Business Recovery
People Manager	Gareth Rees
Office Principal	Mike Grayer
Service Line Head	Mike Grayer
Works Closely With	Business Recovery Team across London and Cardiff offices
Number of Direct Reports	N/A
Overall Purpose of Role	The role of a Senior Administrator involves being responsible for a portfolio of personal and corporate insolvencies. The Senior Administrator provides a high-quality service to clients, ensuring all statutory responsibilities are fulfilled alongside the Insolvency Practitioner's duties to maximise realisations for the benefit of creditors.
Key Responsibilities	<ul style="list-style-type: none">• Using a number of different sources to gain key information and an understanding of each specific case.• Communicating with stakeholders including bankrupts, directors, shareholders, creditors and employees.• Preparing statutory reports and ensuring cases are closed efficiently.• Taking responsibility for a portfolio of cases with appropriate management• Collaborating with others, including providing support and assistance to other team members when required; and• Carrying out investigations within insolvency assignments where appropriate.
Job Profile	
Required Qualifications	<ul style="list-style-type: none">• A minimum of 5 GCSE (or equivalent) at grades 5 or higher which must include English language (not Literature) and Maths• A minimum of A-C or 112 UCAS points from the top three A levels or equivalent (not including general studies).• STEM subjects such as maths, physics, chemistry, or computer science, or economics etc may be considered as an additional preference.• CPI or equivalent.



Required Skills & Knowledge	<ul style="list-style-type: none">• Computer literate (MS Word, Excel, PowerPoint applications)• Good verbal and written communication• Being proficient with IPS software is an advantage
Required Competencies	<ul style="list-style-type: none">• Highly organised with exceptional attention to detail, the ability to multitask and prioritise effectively to meet statutory and internal deadlines• Able to draw logical and sensible conclusions from data presented, applies knowledge effectively from experience and can relate it to other matters; and• An ability to understand technical issues.
Required Work Experience	<ul style="list-style-type: none">• Previous 3-5 years' experience working in an insolvency role• Previous office based administrative experience is required
Travel Requirements	<ul style="list-style-type: none">• Travel between UK offices and to client premises
<i>N.B. This job description outlines the types of responsibilities the incumbent is required to perform. The incumbent may be required to perform job related tasks other than those specifically presented in this job description. It is subject to regular review and will be augmented by the setting of half-yearly SMART objectives around business priorities and goals.</i>	

Signed by _____ :

Date: _____