

Insolvency Case Administrator

Role Overview

Developing Talent within Shaw Gibbs

This is an outstanding opportunity to someone interested in varied insolvency work and career progression within a fast growing Top 100 firm

Expert

Collaborative

Innovative

Respectful

About Shaw Gibbs

Shaw Gibbs is a Top 100 accountancy, tax, corporate finance, financial services and insolvency and advisory practice with offices in Oxford and London's West End. Investing in the latest technology and being up-to-date with current legislation and best practice enables us to meet our clients' needs in the best possible way.

Our Insolvency and Advisory team help guide businesses and individuals through periods of financial difficulty and deal with both formal and informal insolvency solutions. We work with businesses and individuals of all types and sizes, from small sole traders and owner managed business to national charities.

About this role

Our two Insolvency Practitioners are growing the division and as a result we are currently looking for an additional Case Administrator to join our friendly, professional team. This position is an excellent opportunity to join a well-regarded insolvency practice where you will get plenty of varied and interesting case work as well as career progression and support to develop technically.

This role can be full time or part time and can be based in either our Oxford Summertown office or our London Marylebone office. It is a permanent role but we are open to someone looking for a fixed term contract.

Reporting to the Head of Division, you will be responsible for a varied case load and will provide support to the two Insolvency Practitioners. Your core responsibilities will include:

- Building productive working relationships within Shaw Gibbs and with clients as required
- Liaising with clients/directors/creditors/employees/agents
- Dealing with all types of insolvency work
- Managing your own portfolio of cases from appointment to closure, ensuring all aspects of cases are progressed efficiently and effectively, from opening to closure
- Ensuring all cases are compliant in accordance with regulatory requirements
- Preparing and implementing case strategy
- Preparing reports and attending meetings
- Reviewing statutory reports
- Convening the creditor decision procedure
- Developing and applying your technical knowledge through on the job training and formal qualifications
- Delegating work to more junior members of the team & reviewing their work
- Providing technical guidance to other team members when required

What we can offer you

- Career progression within an expanding Top 100 firm
- Supportive and fun team environment
- A Line Manager who will work closely with you to support you through your development and provide day to day guidance and help
- Exposure to a wide range of clients across many industry sectors and backgrounds
- If you don't already have the CPI qualification, we will offer full funding and support towards achieving this qualification.
- Competitive salary and benefits package including pension, life assurance, retail discount scheme and flexible working
- 30 days holiday including bank holidays increasing with service, plus the opportunity to buy/sell holiday to fit your lifestyle
- Flexible working hours
- Light and airy, modern office
- A comprehensive induction to help you get up to speed

About you

You will have at least 3 years insolvency practice experience (corporate & personal) in a similar role. You will have proven experience of successfully managing your own portfolio of cases from appointment to closure. Ideally, you will have AAT/ACCA/ACA/CPI. We are also looking for:

- Excellent communication, organisational and interpersonal skills
- Strong attention to detail
- Able to produce high quality, detailed and accurate work, often under tight timeframes
- Self-sufficient, with the ability to plan and manage own caseload
- A sound knowledge of IPS
- Enjoy working as part of a team
- Create a positive impression with clients and staff
- A proactive approach, prepared to go the extra mile
- Strong Microsoft Office skills including excel, word, outlook & powerpoint
- Experience of a paperless work environment would be an advantage

For more information or to apply

To apply please send your CV to recruitment@shawgibbs.com

Closing date for applications is Friday 22nd March @ 5pm.

For further information please contact our HR Manager Kerry Whitfield:

01865 292261

Kerry.whitfield@shawgibbs.com

Or visit

<https://www.shawgibbs.com/careers>