

## Insolvency Senior Administrator

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Company: Numero Recruitment

Location: Southampton

Category: business-and-financial-operations

### Insolvency Senior Administrator – Southampton

Location: Southampton

Salary: Competitive Salary and fantastic benefits

Numero Recruitment have a fantastic opportunity for a Senior Insolvency Administrator to join one of the UK's fastest growing business advisory firms in Southampton.

As an Insolvency Administrator you will be joining an experienced team and will be responsible for managing a portfolio of corporate insolvency cases. As you will be managing your own portfolio of cases, my client will only consider those candidates that have at least 3 years experience in a similar role in the UK.

The firm have an excellent track record in supporting it's staff and will invest in further training and development to ensure you reach your career ambitions.

#### **The Role:**

Managing a portfolio of corporate Insolvency cases from pre-appointment stage through to closure.

Understanding key commercial aspects of the insolvent company's business.

Providing regular progress reports to the manager.

Investigating Directors' conduct.

Preparing for and attending creditors meetings.

Managing asset valuation and realisation.

Providing recommendations for sign off by the Insolvency Practitioner.

Attending clients' site to secure the premises and/or assets where necessary.

Maintaining IPS case diaries and IPS set-up.

**Requirements:**

At least 3 years experience of managing corporate Insolvency cases from inception through to closure.

CPI qualification would be an advantage but is not necessary as the firm will support further study for this and the JIEB.

**Benefits:**

Full CPI and JIEB study support

25 days holiday plus 8 bank holidays

Company Bonus

Pension

Life Assurance Cover

Income Protection

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