

Job specification

Job title	Insolvency Administrator
Reporting to	Senior Manager, Director and Partner
Working hours	7.5 hours per day to be worked between the hours of 9:00am and 5:30pm, Monday to Friday, with a lunch break of 1 hour
Location	Leeds Office Location 3rd Floor, One Park Row, Leeds, West Yorkshire, LS1 5HN

Overview of Firm

PKF Geoffrey Martin & Co is a Restructuring, Advisory and Insolvency practice and part of the PKF network with offices in Leeds and London. The practice specialises in providing bespoke advice to a wide variety of stakeholder groups across a broad range of industry sectors.

We offer clients a high level of partner involvement, together with the combined knowledge and experience of an established, close-knit team.

At PKF Geoffrey Martin & Co, every individual matters. You're more visible, more accountable and more fundamental to our success. If you're successful you'll enjoy challenging work in an environment, which encourages personal success. We deliberately seek to recruit individuals who have combined academic excellence with direct experience in business life.

What skills will you need to be effective in this role?

Responsibilities
Job Duties and Responsibilities
<p>Purpose and aim of the role</p> <ul style="list-style-type: none"> You will be working as an Insolvency Administrator predominantly for the firm's Credit Union division. Your role will be to administer and progress a variety of ongoing formal insolvency estates from inception to closure reporting to a Senior Manager. <p>Duties and responsibilities</p> <ul style="list-style-type: none"> Case progression Statutory reporting and compliance Loan book collection Tailored stakeholder communication and reporting Investigations Liaising with associated external professionals Case specific cashiering duties
Person Specification
Skills and Qualifications
<ul style="list-style-type: none"> A minimum of 3 years working in a restructuring team A broad knowledge and experience of all insolvency case types is preferred Cashiering experience is preferred but not fundamental Accounting and insolvency technical knowledge

Personal Attributes

- Hardworking
- Energetic
- Ability to cope under stress and work to deadlines
- Ability to delegate and prioritise
- Ability to work on site in national locations for defined periods at short notice

IT Skills

- Competent in all Microsoft packages
- IPS Turnkey, or equivalent, and document merging (including cashiering knowledge)