

JOB DESCRIPTION

Job title	Recovery and Insolvency Assistant Manager
Location	Milton, Cambridgeshire
Department	Recovery and Insolvency
Line manager job title	Director

Overview

We are seeking a highly skilled and motivated Recovery and Insolvency Assistant Manager to join our dynamic team. The ideal candidate will have a strong background in insolvency and recovery procedures, exceptional organisational skills, and the ability to work effectively in a fast paced environment. You will ensure statutory and procedural compliance is undertaken; supervision of junior staff, with particular emphasis on case progression and 'on the job' training.

Key accountabilities

- Case management of own portfolio of cases to ensure case progression and compliance with statutory deadlines.
- Support senior members of the team with billing, debt collection, negotiations, and reduction of write-offs.
- Completion of statutory investigations and reports on a timely basis, identifying relevant issues.
- Review and allocate tasks to junior staff, third parties and agents.
- Contribute to a culture of continuous improvement, identifying ways to improve processes across the department.
- Review correspondence and calculations prepared by junior staff.
- Attendance at networking events, where appropriate.

Person Specification

- Experience within the insolvency sector.
- Knowledge of insolvency legislation and statutory requirements.
- Quick to learn and adapt to new situations.
- Maintains and promotes high professional standards of conduct.
- Positive approach to problem solving.
- Awareness of confidentiality and business sensitive matters.
- Excellent communication skills with the ability to build positive relationships across all levels of the organisation.
- Proficient attention to detail to ensure accuracy.
- Ability to balance multiple priorities and deliver to strict timelines.
- Certificate of Proficiency in Insolvency (C.P.I) or ICAEW Certificate in Insolvency (CII) qualified (desirable)