

JOB DESCRIPTION



JOB TITLE: Senior Associate	SALARY: £35-£40k
TYPE: Permanent	BENEFITS: 24 days holiday; discretionary bonus
REPORTS TO: Manager	
WORKING HOURS: 09.00 – 17.30	START DATE: asap

Moorfields, is currently looking to recruit a senior administrator to join their established Corporate Recovery team in accordance with their strategic growth plan.

Reporting to a Manager you will be responsible for your own portfolio of corporate cases.

Main duties will include:

- To administer own caseload to the highest standard with responsibility for compliance and progression
- Planning and controlling trading operations
- Managing the sale of businesses, including the preparation of trading memorandums.
- Assisting clients in enforcing security and guarantees
- Attending meeting with creditors and shareholders
- Identifying critical issues on cases and liaising with the engagement partner
- Monitoring job WIP and costs to budget
- Carrying out independent pre-lending reviews.

You will need a proven track record in Corporate Recovery having operated previously at a senior associate and looking to progress to Assistant Manager. Previous experience of working on administrations and liquidations is essential.

PERSON SPECIFICATION

- Experience of Corporate Insolvency
- CPI/ACA/ACCA qualification
- Supervisory experience
- Excellent interpersonal and communication skills
- Excellent report writing skills
- Ability to deal with a high volume of cases ensuring all deadlines are met
- Excellent attention to detail

