



Business Recovery Administrator/Senior Administrator Cambridge or Ipswich

Please note: This is not a general ‘administrative’ position, and relates specifically to the administration of insolvencies.

We are seeking a Business Recovery Administrator or Senior Administrator to join our Insolvency and Restructuring team, to be based in our Cambridge or Ipswich office. With our agile working policy, once up to speed in the role, there is the potential to work from home for up to two days per week.

About the team

Our highly regarded Business Recovery team is a previous winner of ‘Regional Insolvency Firm of the Year’ at the I&R Awards. The team deals with all aspects of corporate insolvency and financial restructuring, and is focused on finding solutions for businesses and individuals in financial difficulty, whilst adopting a sensitive and empathetic approach. Our areas of advice and support include financial restructuring, informal arrangements, all aspects of formal insolvency particularly Creditors Voluntary Liquidations, Administrations, Solvent Liquidations and Company/Individual Voluntary Arrangements. Find out more on the [Insolvency](#) and [Business Advisory & Turnaround](#) sections of our website.

The role

You will be working in a dynamic environment where pro-active client solutions are encouraged. The successful candidate will be managing and assisting in all aspects of insolvency case administration. The remit will include (but is not limited to):

- Managing own caseload of mainly corporate insolvency, solvent liquidations and restructuring cases
- Communicating and running meetings with directors to establish the financial position of an entity and identify issues in relation to potential insolvency and appropriate procedures
- Liaising with relevant stakeholders including directors, employees, and creditors
- Liaising with Agents, Solicitors and other advisers
- Identifying key aspects of a case and recommending how these should be dealt with
- Preparing relevant financial information and draft reports for manager/partner review
- Producing documentation from standard packs
- Reviewing case diaries
- Ensuring statutory compliance
- Undertaking technical research
- Responsibility for several cases at one time and ensuring case progression

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- Departmental administration duties including billing and file maintenance
- Training and mentoring more junior staff, delegating work appropriately
- Involvement in business development activities.

This role provides a fantastic opportunity to develop your career in the Business Recovery sector, with the potential to progress and undertake professional qualifications in due course. We are seeking an individual who already has between 3 – 5 years of relevant work experience within a Business Recovery department team, with in-depth knowledge of all insolvency procedures and the role of an Insolvency Practitioner. Preferably you should have already attained the CPI qualification, but more importantly we are seeking an individual who has the drive and ambition to progress their career. The available opportunity would suit somebody who is currently working at Administrator level and is looking to progress.

We are looking for the following in the successful candidate:

Essential:

- Good academic results with a minimum C grade GCSE in Mathematics and English (or equivalent) or able to demonstrate similar level of competence. Further/higher educational qualifications would be helpful
- A high level of ICT literacy in Microsoft Office (Word and Excel) is required
- In depth knowledge of all types of insolvency procedures with proven case administration skills
- Strong technical knowledge
- Commitment to continuing and developing a career in insolvency work. Willingness to undertake appropriate internal and external training to allow progression, with the capability to embark on or continue further study for qualifications (potentially JIEB).
- Ability to work as an effective team member, to assist managers with all aspects of case administration, and to fact find independently on case documents
- Capable of working in an accurate and methodical manner with good attention to detail
- Self-motivated, well organised and flexible, with the ability to multi-task and adhere to strict deadlines
- Able to identify and raise matters that need to be flagged to senior staff
- Excellent communication and interpersonal skills (oral and written)
- Able to exercise confidentiality and discretion in relation to our work
- Must have a full UK driving licence with access to own transport to facilitate occasional visits to clients and/or the other office site.

Desirable:

- CPI qualification
- Experience of CCH accounts software and familiarity with IPSfw case management system
- Prior involvement in business development activities
- Experience of training and mentoring more junior staff
- Detailed knowledge of basic accounting concepts.

The role offers a great opportunity to gain experience within a prestigious team that continues to gain significant recognition. Ensors won 'Pensions Accountancy Firm of the Year' at the 2022 Pensions Age Awards. Ensors won the Private Equity/Venture Capital Deal of the Year in the Central & East Insider Dealmaker Awards 2020, and secured 1st place in the Experian 2020 Corporate Finance Adviser League Table. Ensors also won 'Medium Business of the Year' at the Huntingdonshire Business Awards 2019. See more on our website [here](#).

We offer an attractive salary with many benefits in a friendly working environment. We have an extensive in-house training programme for all staff. Read more about working at Ensors [here](#).

To apply please send your CV together with a covering letter which includes details of your current salary and which location you are applying for, to recruitment@ensors.co.uk quoting reference 'ipscambr-admin'. Please note, we are not accepting postal applications for this role.