



Insolvency Administrator

Location: Thames Valley – Reading

Company: KRE Corporate Recovery Limited

An exciting opportunity to join an ambitious independent specialist Corporate Recovery firm in the Thames Valley. At KRE Corporate recovery, we specialise in providing tailored solutions and services to assist in dealing with businesses in distress. Our services include business reviews, solvent liquidations, administrations and insolvent liquidations.

We pride ourselves on giving the best advice and offering the right solution every time, considering the impact on all stakeholders. It is our unwavering pursuit of solutions that has given us such a good reputation within the Thames Valley.

As we continue to grow our business we're looking for a Insolvency Administrator to strengthen our core team.

Who we are:

Based in central Reading and working with businesses throughout the UK, our business is made up of three directors, who have more than 100 years of experience in the corporate recovery field, and have worked together as a team for more than 15 years.

All Directors have worked within the "Big 4" accountancy firms, mid-tier firms and now KRE, giving us the necessary experiences and skills to undertake engagements of any size.

We have an incredibly experienced team of insolvency senior managers, managers and administrators, most of whom have worked with each of us for more than 15 years. We have a very important role to play for the business sector and at times it can be hard but highly rewarding work, so we also ensure that we make time to play hard as well.

Your new role:

KRE Corporate Recovery Limited are looking for an enthusiastic, self motivated individual keen to advance, or commence, their career in an insolvency and advisory environment. The ideal candidate will have an eye-for-detail and be willing to learn and adapt in a demanding, fast-paced environment. Reporting directly to a Manager, the Insolvency Administrator will have responsibility for assisting across a diverse range of corporate insolvencies. This role presents an ideal opportunity for a like-minded individual who 'gets' our values and our culture and wants to join a team at a really exciting stage in its development.

Job Description

Job title	Insolvency Administrator
Main purpose of job	To assist their line Manager with general administration and management of case work
Reports to	Manager
General responsibilities	<ul style="list-style-type: none"> • Administrations • Creditors Voluntary Liquidations • Company Voluntary Arrangements • Compulsory Liquidations • Restructuring & other non-formal advisory work
Duties & key responsibilities	<ul style="list-style-type: none"> • initiating the statutory take-on procedures, including anti-money laundering, bribery and ethical checks • drafting initial engagement packs and setting up the case management system • maintenance of case strategy forms and associated checklists • inputting of creditor and employee details for each assignment • drafting of paperwork necessary to place companies into a formal insolvency process • drafting and filing of post appointment notices and documents • convening creditor decision processes and monitoring votes received • completing timely case reviews to ensure compliance and progression across all cases • raising accurate payment requests and recording all receipts into an insolvent estate • completion of VAT and Corporation Tax returns • liaising with HMRC to deal with tax-related matters including VAT de-registration and reclaims • assisting with the drafting of administration proposals and all other statutory progress reports • interviewing directors & undertaking investigations into companies and directors • co-ordinating collection of company books and records • assisting with investigations, including the submission of conduct reports • communicating all stakeholders, including creditors, employees, directors, shareholders, etc. • pursuing outstanding book debts and liaising with debt collection agents/solicitors • assisting employees with their statutory claims and related queries • liaising with pension advisors in relation to company pension schemes and pension related claims and queries • assisting with the agreement of creditor claims and payments of distributions • assisting with updating and maintaining statutory documents • assisting with changes and improvements in the IT systems used across the office <p>(Note: in addition to these functions employees are required to carry out such other duties as may reasonably be required).</p>
Skills & abilities	<ul style="list-style-type: none"> • Minimum education to A Level standard • Previous experience in general office and administration roles (insolvency experience desirable but not essential)



Job Description cont...

Knowledge & experience

- Microsoft Outlook
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Turnkey Insolvency Practitioners System (experience desirable but not essential)
- Docusoft (Document Management System) (experience desirable but not essential)

Personal attributes

- Organisation with a keen eye for detail
- Excellent communication skills (both oral and written)
- Ability to work independently and as part of a team environment
- Ability to understand and meet client expectations
- Calm, confident and polite manner, especially when dealing with sensitive matters
- Strong IT skills

Other requirements

- Full UK driving licence and access to own vehicle

Benefits

- Salary (competitive and subject to negotiation)
- Contributory pension scheme
- 25 days paid holiday (plus bank holidays)
- Life cover
- Training opportunities