JOB DESCRIPTION

Role : Administrator   Reporting to : Partner
Team : Recovery

Overview of role

Administering own portfolio of cases to include all types of corporate and personal cases and assisting other team members with tasks on an ad-hoc basis.

Nature of work

Day to day management of own cases including progressing of administration, dealing with all case correspondence and other enquiries, maintaining case cash books, ensuring statutory and procedural compliance is undertaken and ensuring compliance with procedures manual.

Main responsibilities and duties

Technical

1. Running own portfolio of cases from start to closure.
2. Preparing month 1 checklist, six monthly case reviews and providing a strategy for progressing the case.
3. Identifying issues proactively which require and receive action as soon as possible.
4. Facilitating realisation of assets.
5. Adjudicating on claims.
6. Distributing funds in the proper order of priority.
7. Maintaining technical expertise by attendance at appropriate courses.
8. Attending meetings with clients/directors and other professionals to include preparing agendas and suggesting strategy for meetings.

Managerial

1. Effectively managing time and prioritising work both within specific cases and between conflicting demands of cases under administrator's control.
2. Minimising non-chargeable time where appropriate.
3. Ensuring director and partner are aware of actual/potential issues.
4. Seeking guidance where necessary and offering solutions.
5. Taking responsibility for own portfolio of cases and ensuring cases are progressed and closed promptly.
6. Ensuring basis of office-holders' remuneration is authorised and minimising write-offs.
7. Providing explanations for any time and disbursements written off.
8. Monitoring and objectively evaluating own work and performance effectively.
9. Identifying when guidance or assistance is required and asking for help as appropriate.

Commercial

1. Keeping up to date with the latest technical developments.
2. Recording decision making by keeping contemporaneous file notes.
3. Procuring payment of fees on a timely basis.
4. Identifying any potential write-off of time charged at an early stage and discussing with director/partner.
5. Demonstrating an awareness of all PEM services.
6. Maintaining and strengthening existing relationships with contacts/referrers.
7. Attending appropriate marketing events and increasing network of contacts.

Team work

1. Assisting team members and junior staff as required.
2. Demonstrating a positive attitude.
3. Sharing knowledge and information within the department.
4. Adopting an open work style and involving team members and assisting senior staff in a proactive manner.

General comments

The candidate is required to be a team player, have sound technical knowledge and a “can do” attitude.

Prepared by : TM/KM Date : April 2023