

JOB DESCRIPTION

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

Overview

We are seeking an experienced and highly skilled Recovery and Insolvency Manager to join our dynamic team. The individual will play a key part in the smooth running of the team, ensuring that technical work is carried out in accordance with the firm's standards and procedures and that work is completed to a high standard.

Key accountabilities

- Case management of own portfolio of cases.
- Support marketing new business, networking opportunities and commercial objectives.
- Taking a lead role in ensuring all team members are up to date with legislation, best practice, and SIPs.
- Oversee team, providing guidance, support, and professional development opportunities.
- Lead a culture of continuous improvement and help grow the team.
- Supervise and mentor junior staff members, providing guidance, support, and professional development opportunities.
- Provide key advice and support to stakeholders on financial options available.
- Keep up to date with the industry regulations and procedures.

Person Specification

- Extensive experience within the insolvency sector.
- Knowledge of insolvency legislation and statutory requirements.
- Commercial experience.
- 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.
- JIEB qualified or at a minimum Certificate of Proficiency in Insolvency (CPI) or ICAEW Certificate in Insolvency (CII) together with relevant experience.