

Job Description Template

Job Title:	Junior Insolvency Associate
Business Unit:	Corporate Case Closure Team
Work Location:	Glasgow City Centre

Role Synopsis:

We currently have an exciting career opportunity in our Corporate Case Closure team, which specialises in addressing the final matters in companies which are subject to a formal insolvency process i.e. Administration or Liquidation and bringing the cases to a formal conclusion. We work with a broad range of corporate clients across all sectors and industries in Scotland.

The position will also include taking an active role in Interpath's take on procedures.

We are seeking an individual to:

- 1) work closely with the Corporate Case Closure Team members to provide support on corporate insolvency engagements;
- 2) execute the day to day activities and tasks across a portfolio of administration and liquidation engagements;
- 3) review and agree creditor claims and facilitate dividend distributions; and
- 4) work closely with the existing Take On Team to provide support in relation to data research.

Key Accountabilities:

Responsibilities will increase in line with training, ultimately to include the following:

- take responsibility for the proactive progression of agreeing unsecured creditor claims;
- facilitate dividend distributions to preferential and unsecured creditors;
- complete statutory filing and adhere to notification requirements;
- creditor and other stakeholder reporting;
- completion of certain tax and VAT forms and liaison with HM Revenue & Customs;
- assist existing team with general compliance and ad hoc tasks across the portfolio;
- supporting the existing Take On Team with tasks which include; company research, client communication and completion of Interpath's formal client acceptance documents;

Essential Education:

- Three Highers including English (Maths is preferable but not essential)
- A reference from either from part time roles whilst in education or school teachers

Essential Experience and Job Requirements:

We are seeking an individual who has an interest in building a career in a leading professional services firm and can demonstrate:

- good time management and organisational skills
- the ability to manage and prioritise multiple tasks with changing deadlines whilst remaining calm and focussed

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- drive, enthusiasm and commitment to learn and develop and deliver client needs
- the ability to "self-start", either individually or as part of a team
- the ability to communicate clearly and concisely
- the ability to interact with other internal teams/colleagues and report to various managers
- the ability to produce accurate, clear, concise, and well-presented written work with no spelling mistakes, typographical or grammar issues
- a keen attention to detail
- a problem solving attitude, can do attitude
- a desire to show initiative
- a smart and professional manner
- pragmatic and commercial thinking and
- experience in using Microsoft Word/Excel/Outlook/Teams

The individual will be required to be flexible in their working environment, with a mixture of working from our Glasgow office, home and on occasion from client sites.

In depth training will be given on our internal systems and statutory processes.

Desirable Criteria:

- Willingness to learn new skills and a desire to show initiative