



Job Description

Mlm Solutions is a recovery and restructuring boutique committed to an innovative solutions-based approach to clients' financial difficulties.

Job Title: Senior Administrator/ Assistant Manager	Responsible To: Senior Manager
Description: We are looking for an experienced insolvency case administrator/assistant manager to take on responsibility for managing a portfolio of corporate insolvency cases of various size and complexity. You will be involved in all aspects of case management from the initial instruction/pre-appointment stage through to closure, reporting to the Senior Manager/Office Holder on case progress. You should ensure that the principles of good professional advice are adhered to, as well as compliance with relevant statutory and ethical standards. This is a temporary position to cover maternity leave (1 year) with potential for a permanent post.	
Key Responsibilities:	<ul style="list-style-type: none">• Assignment management• Providing a quality service for our work providers
Terms:	Working Hours: Monday-Friday 9am to 5pm. (possibly flexible) Annual leave: 25 days per year plus public holidays.

Responsibilities:

- Day to day management of a portfolio of corporate insolvency cases
- Efficient case management to ensure case progression
- Agreeing strategy with Office Holder
- Asset realisation
- Communication with all stakeholders including creditors and Government Agencies
- Preparation of ongoing case reviews for Office Holder's approval
- Identifying/bringing issues to the attention of Senior Manager/Office Holder – suggesting appropriate actions/solutions
- Ensuring the administration of a case is conducted within appropriate budget
- Attending client's site to secure the premises and/or assets where necessary

Our compliance function is administered by our offshore colleagues, but you retain responsibility for ensuring it is accurate.

Depending on experience, you may be involved in providing pre-appointment advice.

Successful candidate will:

- Have a minimum of 2 years' experience in corporate case administration
- Be confident, outgoing and able to communicate at all levels. Comfortable in a client facing environment
- Be able to effectively prioritise workload
- Have good time management
- Be self-motivated



- Be IT literate - knowledge of the IPS case management system is desirable
- CPI qualification would be advantageous but is not essential

To apply, please send your CV and Covering Letter to – mleslie@mlmsolutions.co.uk