Grant Thornton

Job Description

Job Title: Recovery & Reorganisation Associate		
Team: Recovery & Reorganisation	**Reports to:** Assistant Manager/ Manager	**Level:** One

Purpose:
The Recovery & Reorganisation Associate will provide assistance to the Recovery & Reorganisation team on a range of restructuring assignments.

- They will work mainly with the Senior Associates providing support on a portfolio of cases.
- They will provide general clerical and general administrative support to the department, with an emphasis on carrying out the take-on process as supervised, including collecting due diligence documents and completing internal client on boarding procedures.
- They will provide assistance to the management team on ad hoc tasks and projects.

The role involves providing assistance to senior staff members on restructuring and forensic assignments, from the initial client take on up to the conclusion of the assignment, including tasks such as obtaining and collating the required client disclosure documentation and assisting with client take-on, keeping records up to date and assisting with the day to day administration of the assignments.
They will be involved in general case work to understand the importance of and to implement efficiently good procedures. As they progress, they will develop a basic understanding of restructuring and forensic assignments with a view of administering their own portfolio of cases.

Responsibilities and Accountabilities:

Clients

- Communicates effectively with clients' staff with supervision from a Senior Associate.
- Understands difficult situations and brings them to the attention of senior staff members.
- Develops an understanding of the different requirements of stakeholders.
- Is flexible to be able to travel to clients' premises and to work or study away from home from time to time.
- Promotes the Grant Thornton brand in their dealings with the stakeholders.
- Develops an awareness of the professional standards expected.
- Is aware of the importance of good client relations.
- Represents Grant Thornton in a favourable light to clients.

People

- Identifies and actions opportunities for personal and professional development.
- Is proactive in developing their understanding of solvent and insolvent procedures through conducting their own research.
- Acts as a role model for living the firm's values.
- Ensures that job review forms are completed on their performance on a regular basis and any identified areas of development are addressed after discussions with line manager.
- Responsibility for ensuring own appraisal and job review forms are completed on time, and that a personal training plan is in place.
- Required to communicate concerns upwards in a timely fashion.
- Builds relationships within the team and within the firm.
- Develops accounting, compliance and company secretarial knowledge.
- Attends internal training events, including courses, to develop their skills and technical knowledge.
- For those undertaking professional exams, ensures they comply with the agreed training contract including preparation and maintenance of their student training record.

Operations and results

Case management and compliance:
This is the key part of the role and in carrying it out, it is important to report to the Senior Associates on a regular basis to update them on progression and any other matters encountered.

- Develops an understanding of office and departmental procedures, including understanding of the basic functions of other Grant Thornton departments.
- Assists in completing take on procedures including conflict checks, obtaining client due diligence, assisting in drafting engagement letters and setting up new clients.
- Able to research basic company information i.e. Jersey / Guernsey Registry, Companies House, Land Registry.
- Ensures the files are up to date, at the requisite times during the case at the conclusion of an assignment.
- Review a company's books and records at the client, with a Senior Associate or a Manager.

- Prepares and files appropriately statutory documents on appointment and throughout the case as instructed by the Senior Associate.
- Assists in departmental billing.
- Processes invoices and prepares payment vouchers for approval.
- Understands and effectively uses IPS for maintenance of up to date records on all cases.
- Prepares first drafts of basic letters, emails and reports to all relevant stakeholders.
- Deals with phone calls.
- Appropriately records creditor claims.
- Assists with distribution payments by completing the relevant checklists, preparing payments and liaising with banks, feeding information back to the Senior Associate as appropriate.
- Prepares final meeting paperwork and correspondence.
- Assists in archiving of client files.
- Assists in ad hoc projects.
- Spots opportunities for improvement of departmental procedures and communicates them to the team.

Markets

- Participate in activities that develop the R&R practice e.g. marketing events.

Other Responsibilities:

- Accurately records time spent on cases.
- Actively participates in team meetings.
- Takes ownership of tasks assigned to them and maintains their own to do list.
- Raises concerns in respect of case progression.

Qualifications/Experience:

- A-Levels (3 C's or above), or equivalent, or Degree (2:1 or above), or equivalent.
- No relevant experience necessary but must be willing and able to undertake a relevant accounting professional qualification and apply that knowledge to gain experience in the role.