

Job Description

Job Title: Manager		
Team: Recovery and Reorganisation	Reports to: Director	Level: Three
<p>Purpose:</p> <p>To effectively manage and support the team in both Jersey and Guernsey, ensuring the team is motivated to perform and committed to effective client service and that the quality of work meets the company's ethical and professional standards and supports organisational success. The Manager will supervise and coach staff in the R&R department including Associates, Senior Associates and Seniors to assist their professional development. The Manager will progress a large portfolio of recovery & reorganisation cases (realising assets, conducting investigations and making distributions) in a timely and cost efficient manner with minimal supervision. They should have a good knowledge of all aspects of their cases and general insolvency issues (in the Channel Islands and other relevant jurisdictions), while taking responsibility for compliance, client take-on, individual case budgets and billings. They should be proficient in all aspects of case administration.</p>		
<p>Responsibilities and Accountabilities:</p> <ul style="list-style-type: none"> • Responsible for managing a large portfolio of cases and ensuring all matters are properly addressed including compliance aspects and asset realisations, liaising with lawyers, agents and other advisors. • Supports the Directors by managing the ongoing client relationship, resolving any issues and maintaining consistent high quality service and introducer retention. • Acts as an ambassador of the firm and contributes to the department and the firm's marketing efforts in order to generate work. This includes organising and attending events, generating new initiatives, following up targets and contacts. • Understands the market and current developments (both in respect of clients and competitors). • Has a good network of contacts both internally and externally and maintains these contacts. • Prepares fee estimates and written proposals and contributes to presentations and sales pitches, in order to win new work and retain existing clients. • Contributes to internal and external presentations for both the department and the firm. This includes internal and external events, on training, marketing and assignment related subjects to promote our services. • Understands the services of Grant Thornton and is able to spot cross selling opportunities. • Able to apply technical knowledge appropriately in the context of individual clients and can display both skill and speed in resolving client problems. • Understands potential trade-offs between fee/profit maximisation and long term business with client. • Makes quick, clear and unequivocal recommendations to managers/directors about client issues and can generate a range of options and choices and narrow these down appropriately. • Understands and demonstrates the balance between the need for information and data and the requirement, from a client's perspective, for quick decisions and recommendations. • Manages others working on assignments, and delegates effectively and appropriately. • Undertakes coaching and supervision of the team, identifying and dealing with performance issues in a timely manner, ensuring that regular feedback is given, ensuring as far as possible that staff receive appropriate training and development so that the team has the necessary skills and knowledge to service the needs of the client and support business growth. • Delivering training on identified topics to impart knowledge. • Conduct appraisals (in conjunction with Directors) of the team (including interim, end of year, probation and other reviews), providing constructive feedback, seeking feedback and identifying training needs, and ensures paperwork is completed and filed in timely manner. • Responsible for ensuring own appraisal is completed on time, with objectives set and achieved. • Is familiar with the GT employee policies and ensures staff compliance. • Leads by example. • For those doing professional exams, that they comply with the agreed training contract. • Maintains technical aptitude to carry out role including internal and external training events and relevant technical literature. • Reviews progress on assignments against budget, ensuring the team works within case budgets so that agreed recovery targets can be achieved. Investigates variances and cost over-runs and initiates appropriate action to resolve any potential or actual problems. Reviews and controls non-productive time of the team and ensures targets as set by the Directors are met. 		



- Prepares billing plans on department cases and ensures bills are raised and collected in accordance with billing plans and debtor reports.
- Prepares WIP schedules promptly.
- Demonstrates excellent skills in report writing and other written communication. Reviews the written work of those within the department, ensuring grammatical and corporate styles are adhered to.
- Prepares engagement letters and has knowledge on the workings of engagement letters and the terms and conditions including liability caps.
- Applies best practice regarding departmental procedures, risk management and compliance and ensures that team members are adhering to these procedures.
- Has a thorough understanding of the insolvency procedures of the Channel Islands and a working knowledge of other relevant jurisdictions.
- Manages the planning and control of trading operations, including preparation of trading memorandum and document decision to trade.
- Manages the sale of business including preparation of business information memorandum, control of negotiations and offer process, instructing and liaising with lawyers.
- Understand the workings and outcomes of enforcing security and guarantees.
- Suggests commercial decisions on cases to Directors, identify critical issue.
- Liaises effectively with creditors.
- Understands ethical and conflict constraints of accepting appointments, and adheres to compliance and risk procedures, meeting all statutory requirements.

Skills:

- Very well organised with strong time management skills.
- Highly PC literate and proficient in Word/ Excel/ Powerpoint and firm and department specific software including IPS and DRIVE.
- Has and understanding of the budget structure of the department and the firm.
- Has basic knowledge of the strategy of a client business and how this aligns with the market in which it operates.
- Able to interview and extract information from directors and management teams.
- Responsible for management issues and takes responsibility for department and firm projects as appropriate. Maintains impetus on progressing projects and delivers on those projects.
- Demonstrates an understanding of departmental strategy.
- Has a complete and thorough knowledge of a range of entities, in particular financial service clients and has proven experience in managing and handling a mixed client base.
- Possesses a strong technical knowledge and understanding of current accounting and insolvency regulations and issues.
- Has excellent communication, interpersonal, planning and organising skills in order to effectively manage a team and is able to display initiative and lateral thinking coupled with good problem solving and analytical thinking ability.

Qualifications/Experience:

- Possesses a relevant accounting professional qualification coupled with at least 5 years relevant work experience.
- Has experience in all aspects of recovery assignments, including contentious and non-contentious matters, independent business reviews and investigation matters.