

Job Description – Manager

Reporting to: Senior Manager

Key responsibilities:

- Manage superior client service to clients and ensure the delivery of relevant, timely and accurate information at all times.
- Manage engagement teams on assignments allowing the senior team to focus on strategic and significant client matters.
- Provide technical, commercial and strategic advice and ideas.
- Manage the delivery of strategy reports, options analyses, stakeholder negotiations, contingency plans and to ensure timely insolvency filings.
- Produce high quality and well-structured written reports.
- Responsible for achieving all statutory and client led deadlines.
- Seek to develop market contacts to generate new work opportunities, in addition to developing own existing contacts.
- Develop experience in advisory and insolvency situations of generating and helping to convert opportunities.
- Key role in business development projects such as presentations, pitches, organising marketing events and writing articles.
- Responsible for team's understanding and adhering to risk frameworks and dealing with any issues that arise.
- Responsible for mentoring and developing staff members up to Manager level. This includes providing constructive feedback on a formal and informal basis, completing appraisal reviews, setting stretch objectives for high potential individuals and addressing under performance issues.
- Maintain and constantly upgrade technical knowledge.
- Participate in the recruitment process to identify and recruit new talent.
- Preparing for and attending court hearings.

Background and qualifications:

- Hold a globally recognised professional insolvency qualification or professional accounting qualification.
- At least 7 years' post qualification experience of managing corporate insolvency or restructuring cases gained in a top 10 accountancy firm or a respected insolvency & restructuring firm.
- Have a proven track record of working with, and analysing financial data and making strategic decisions based upon the outcome of that analysis.
- Ability to manage, train and develop a team of professionals on insolvency and restructuring cases.



- Ability to contribute towards business development both locally and internationally, including developing contacts and preparing new work pitches and marketing materials.
- Ability to prioritise their own work and that of others in order to meet challenging and competing deadlines.
- Display excellent attention to detail and communication skills (both written and verbal).

Personal competencies:

- Excellent interpersonal skills.
- Acquires and seeks to apply commercial and technical expertise.
- Develop written and oral presentation skills.
- Able to work under pressure to meet challenging deadlines and make decisions.
- Solid understanding of the importance of the risk management process.
- Able to manage a portfolio of projects.
- Focused on achieving success in individual and team projects.
- Versed in working with a team of professionals and developing contacts/relationships.
- Acts as a positive role model and develops self and others through coaching.
- Approachable and able to relate to people at all levels of the organisation.

Additional:

- This role may involve providing assistance on cases at client sites which may be outside of the British Virgin Islands. Flexibility and travelling will therefore be required