



## **CORPORATE INSOLVENCY ADMINISTRATOR**

### **WILMSLOW**

**£25,000 - £30,000 DEPENDANT UPON EXPERIENCE**

### **UMBRELLA.UK INSOLVENCY**

#### **JOB DESCRIPTION**

[Umbrella.UK](#) Insolvency, a dynamic insolvency practice based in Wilmslow, is seeking a skilled and experienced Corporate Insolvency Administrator to join our growing team. Collaborating closely with our appointment-taking Director, Tom Fox, you will bring at least 2 years of expertise in corporate insolvency. Strong interpersonal skills are key for success in this role.

[Umbrella.UK](#) Insolvency offers more than a job; it's an opportunity for career development. Tom Fox, our highly experienced Head of Insolvency, is actively seeking to mentor a motivated individual. Joining our small firm, which is part of a larger business group, provides a unique chance to contribute significantly to our success while benefiting from personalised guidance and mentorship from an industry expert.

[Umbrella.UK](#) Insolvency shares its offices with its larger sister companies [Umbrella.co.uk](#) and [CloudAccountant.co.uk](#). You'll be part of a young, fast-paced, friendly, diverse and inclusive environment. We believe that people do their best work when they feel, happy, supported and valued. We know that people are our most important asset, and we are committed to creating a nurturing culture for people who want to enjoy their work, fulfil their career potential and excel at what they do.

We support all our employees in developing their careers, helping them reach their full potential, and offer a range of training opportunities to progress within the company.

At [Umbrella.UK](#) Insolvency we know that our success comes from our continual attention to and investment in our employee's professional development, well-being and growth within a collaborative team.

[Find out more about why you should choose to work for Umbrella.UK Insolvency >](#)

## The Role

- Reporting directly to the Insolvency Practitioner, you manage a diverse caseload of corporate insolvency appointments to include CVLs and MVLs.
- Handle cases from initiation to closure, preparing progress reports and statutory documentation.
- Ensure adherence to statutory deadlines and managing case diaries.
- Address queries from stakeholders (shareholders, directors, creditors) via phone and email.
- Conduct statutory investigations for conduct reports submission.
- Collaborate with agents on asset realisations as required.
- Work in compliance with SIPs and current legislative frameworks.
- Make strategic decisions, documented for IP review.
- Attend and assist at meetings, occasionally participating in marketing events.

## Requirements

- Minimum 2 years of corporate insolvency experience.
- Essential experience in handling CVLs and MVLs.
- Organised and professional with strong communication skills.
- Attention to detail in task execution.
- Ability to work independently and collaboratively within a team.
- Strong written and numeracy skills.
- Commitment to a career in insolvency.
- Hard-working, positive, and diligent.

## We want to hear from you!

If you like the sound of working for Umbrella.UK then please email your CV to Tom Fox, Head of Insolvency, at [Umbrella.UK](http://Umbrella.UK) at [tom.fox@umbrella.co.uk](mailto:tom.fox@umbrella.co.uk)

[Find out more about working for Umbrella.UK Insolvency and the benefits we offer >](#)