

CORPORATE MANAGER

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| Reports To | Directors |
| Incumbent | |
| Description | To support the Directors in running an efficient Corporate Insolvency service to the firm's clients and other relevant stakeholders. |
| General | <ul style="list-style-type: none"> ▪ Support Directors in the: <ul style="list-style-type: none"> ○ provision of technical services to clients and other stakeholders, ○ management of work flow, ○ monitoring of budget and cost control. ▪ Control and schedule client work to ensure that: <ul style="list-style-type: none"> ○ technical standards are met, ○ deadlines are met, ○ budgets are not exceeded, ○ jobs are completed to specification. ▪ Understand the firm's computer packages. ▪ Liaise with Directors to ensure the teams' operations and the commitment of staff align with the firm's strategic objectives. ▪ Constructively contribute to the conduct and development of the business unit. |
| Management | <ul style="list-style-type: none"> ▪ Provide positive leadership to team members by leading by example. ▪ Where appropriate, manage team regarding client service. ▪ Actively encourage close liaison and open communication with other business units to maximise business opportunities. ▪ Actively pursue compliance of Director's obligations as Liquidators, Administrators, Receivers & Managers or otherwise. ▪ To meet pre-determined profitability targets for self and where appropriate, direct any team members in ensuring they too achieve profitability targets. ▪ Conduct corporate administrations to minimise the possibility of financial losses to appointees. ▪ Ability to manage client meetings including the chairing of creditor meetings as authorised from time to time. ▪ Assist team members with the development of new business. ▪ A clear understanding of the firm's services and quality standards. ▪ Ability to conduct the administration of Corporate Insolvency and Business Turnaround or Recovery files at a high level, particularly displaying high investigative qualities and leading intensive investigations in the affairs and conduct of Corporate entities; including recommendations to SV Partners Pty Ltd Directors as to an appropriate course of action in particular circumstances. |

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| | <ul style="list-style-type: none"> ▪ To be able to write reports of a high quality in a clear and plain English manner including those containing recommendations to creditors and other stakeholders and reporting the outcome of intensive investigative enquiries. ▪ To have the ability to guide and manage the trade on of businesses in distressed circumstances. |
| Behavioural Skills | <ul style="list-style-type: none"> ▪ A substantial understanding of common law issues affecting Corporate Insolvency administrations. ▪ Demonstrated initiative in developing the skills necessary to gain new clients and to service existing clients effectively. |
| | <ul style="list-style-type: none"> ▪ Demonstrated ability to delegate and assume responsibility. ▪ Demonstrated leadership in supporting others, and recognising individual contributions. ▪ Good organisational skills. ▪ Good follow through skills. ▪ Good communication skills. |
| Technical Skills | <ul style="list-style-type: none"> ▪ Thorough knowledge of the Insolvency legislation. ▪ A working knowledge of appropriate software packages required in the trade-on and analysis of businesses which are in need of restructure or which are in distressed financial circumstances. |
| Qualifications | <ul style="list-style-type: none"> ▪ CA, CPA and or other appropriate degree. |
| Practical Experience | <ul style="list-style-type: none"> ▪ 7 + years in an Insolvency practice. ▪ Extensive experience of Corporations Act 2001 and other relevant legislation. |

Corporatisation Product Range Expansion Regional Presence Ownership Base Expansion Quality and Efficiency