

Our People Are Our Business

Leading provides practical and intelligent Corporate Recovery, Personal Debt and Strategic Business Planning Solutions. As a dynamic, innovative practice, we have witnessed rapid growth in a short space of time and are now looking to recruit a Client Administrator to join our team.

At Leading, we know that our people are central to the success of our business. That is why we look for individuals who are talented, career driven and most importantly, able to embrace the ethos of our business – delivering a quality service, every time.

Key Responsibilities include:

- Drafting letter and statutory reports
- Holding regular catch ups with Client Executives and Managers to ensure cases are being progressed effectively
- Monitor and update case diaries to ensure all statutory and internal deadlines are met
- Produce accurate file notes on overview of bank statements and other investigations
- Assist with drafting investigation reports and identify any areas for further review
- Review and list company books and records and identify any missing / undeclared assets
- Prepare periodic case reviews and ensure files are maintained
- Corresponding with creditors, debtors and directors
- Answering the telephone and directing calls as appropriate
- Drafting standard documents and letters
- Filing, faxing and photocopying
- Dealing with incoming and outgoing post
- Using our internal database and systems to accurately record information
- Providing administrative support to the rest of the team

Person Specification:

The ideal candidate for this role will be able to demonstrate flexibility and the willingness to progress any ad hoc tasks as required. As a growing business, we look for people who are results driven who are prepared to roll up their sleeves and help us drive the company forwards. Key attributes that we look for are:

- Organised, reliable and adaptable
- Excellent communication skills
- A strong work ethic
- Honest / Trustworthy and a real team player
- Positive attitude and the ability to keep calm under pressure

We offer structured training, both internally as well as industry-accredited courses, a competitive remuneration and benefits packages. We believe in taking care of our staff as they take care of our business and our clients.

If you believe you can demonstrate you meet the criteria above, please forward your CV, covering letter and salary expectations to careers@leading.uk.com

For more information about Leading Corporate Recovery, please visit our website: www.leading.uk.com