

Up Moving On

Supporting East Sussex residents, living in supported and temporary accommodation, to secure an apprenticeship or employment, and permanent housing.

Employer: Herron Fisher

Location: Eastbourne

Hours: Monday - Friday, 9.00am - 5.00pm.

Total hours per week: 35

What is the job?

What does an Insolvency Practitioner do?

Insolvency practitioners work with financially struggling businesses and individuals, both inside and outside of statutory insolvency procedures. These processes help financially distressed and insolvent companies and individuals to repay what they owe - and to turn their fortunes around where possible.

This is an opportunity to work in a niche profession where no day is ever the same. Herron Fisher's partners has over 60 years of experience dealing with insolvency from the smallest business to the largest corporation. They are members of the Insolvency Practitioners Association, the Association of Business Recovery Professionals, INSOL Europe and INSOL International. Staff are encouraged to develop their careers. There is a 'hands on' approach where all staff are members of one big team.

You will be trained to become an Insolvency Practitioner through your apprenticeship.

Your duties include:

- speaking to people on the telephone
- writing reports
- investigating affairs of the company
- Dealing with agents to arrange the sale of assets
- Preparing meeting papers
- General office duties
- Networking opportunities

Answering the phone

- Speaking to members of staff in the other office on the phone or via zoom



On Zoom

- speaking to clients
- preparing and writing reports
- attending team meetings
- making appointments
- welcoming clients/making tea
- photocopying reports to creditors
- carrying out investigations into company affairs
- carrying out reviews of cases
- general office duties
- collating information
- using bespoke insolvency software
- speaking to agents
- networking

And you will also learn:

Elements of commercial law such as contracts, data protection and Anti-Money Laundering

- Understand codes of conduct
- Understand legal entities and organisational structures
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- Understand legal entities and organisational structures
- Understand the impact of technology on business, accounting and finance functions
- Understand accounting transactions
- Understand what makes a business successful
- Understand accounting systems and processes
- Understand bookkeeping and cost recording
- Understand the difference between Financial and Management Accounting
- Understand ethical standards


What skills do I need? The top 3 skills for this post are:

1. You have excellent communication and customer service skills
2. You enjoy working with numbers and have the ability to use accounting systems (you will be taught) and maintain the security of accounting information using passwords, for example.
3. You are an excellent team player, but can also work on your own initiative

What attributes or other qualities do I need? Top 3 attributes for this post are:

1. You have the ability to implement change. This means that you are confident about adapting the way you work, to benefit the organisation and customers.



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2. You enjoy working in an office environment.
 3. You are committed to your own personal development and training

What experience do I need?

- GCSE's Grades 4/C (or equivalent) in Maths and English are desirable but not essential
- Basic IT, Word, email and Internet.

What Else does the job offer?

- Training provided by East Sussex College Group, 1 day at either Eastbourne or Newhaven.
- You will complete the AAT Foundation Certificate Level 2 as part of your apprenticeship.
- You will gather evidence of your skill into a portfolio of evidence.

You will complete the apprenticeship with an End Point Assessment which will include

- An in-tray test
- A structured interview based on your portfolio of evidence
- The End Point Assessment is graded: fail/pass/distinction
- End qualification: Accounts or finance assistant Level 2 (GCSE)

Closing date: 30th June 2022

More about the Employer:

Herron Fisher is a boutique insolvency practice. We have two offices, one in Croydon and one in Eastbourne. This post would be to work in the Eastbourne office with a small team. A career in insolvency will provide a great deal of variety.

This is an excellent opportunity for someone who is interested in accountancy or legal work as it is a mixture of the two.

You would initially assist other members of staff with formal insolvency appointments eg administrations, liquidations and bankruptcies leading to an opportunity to have your own portfolio of cases. You would also have the option to network on behalf of the company.

Professional study packages will be available to continue studying insolvency following the apprenticeship.

Additional information:

To find out more about this post and the extra support offered to help you apply, including how to access bursary payments on the Moving On Up programme, please email: movingonup@sussexcommunity.org.uk. Please note that referrals must be made by a support worker or other professional who supports you.



Moving on Up has been funded via Covid Outbreak Management Fund and is overseen by ESCC in partnership with

