



Executive Analyst / Assistant Manager

FULL TIME | MELBOURNE | INSOLVENCY

About Worrells

Worrells is a well-respected Insolvency Firm that has carved a successful niche in the small-to-medium enterprise market through delivering quality service and outcomes. At Worrells what you see is what you get. We pride ourselves on transparency and authenticity. Our down-to-earth environment and team-based culture helps our employees be themselves at work. Our industry leading systems allow us to work dynamically and offer our employees flexibility that suits them. Our extensive learning & development program fosters a culture of development and excellence. We want to help you continue to grow throughout your career.

About the role

Worrells is looking for an Executive Analyst / Assistant Manager to join the growing Melbourne team. You will have the opportunity to work flexibly on a range of interesting and challenging corporate and personal insolvency engagements. Working in conjunction with a wide variety of external stakeholders including business owners, creditors and employees from small to mid-sized business, this role will utilise your skills in formal insolvency matters, financial analysis and stakeholder management across a range of industries.

In this role you will be working closely with the firm's Principals and senior management team, who are industry leaders within their field. Some of your responsibilities are:

- Delivering a broad range of insolvency tasks to a high standard, in line with our protocols and values.
- Organising and managing completion of insolvency engagements while delivering quality service to all stakeholders.
- Training and directing team members under your supervision to ensure their development and growth.

Skills and Qualifications

You will be a proactive, ambitious, and talented insolvency professional with:

- A minimum of 4 years' experience within an insolvency team
- Full membership of CA ANZ or CPA Australia as well as having passed all or a greater part of the ARITA course
- Excellent written and verbal communication skills
- Good problem solving and analytical skills
- Ability to handle multiple tasks in a fast paced and time sensitive environment
- Ability to build strong relationships with both internal and external stakeholders

About the Worrells experience

At Worrells you'll be recognised and rewarded based on your performance and will have access to our comprehensive benefits, which include:

- Flexible working arrangements to help you balance your work and personal responsibilities.
- A dedicated Reward and Recognition program, which includes on the spot awards and a great range of discounts at major retailers.
- A great culture and work environment, including formal and informal social events and team bonding days.
- A comprehensive Employee Assistance Program and other wellbeing initiatives supporting your physical and mental health.
- Extensive learning and development to help you develop personally and professionally.
- A dynamic workplace with high quality facilities including a gym, day spa and Flexicar.



If you are a highly motivated individual looking to take the next step in your career, then we would love to hear from you!

Please submit your confidential application to careersmelbourne@worrells.net.au.