

## Position Description – Executive Analyst

### Position purpose

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**Position purpose** As a Supervisor you are responsible for overseeing and delivering a broad range of insolvency tasks to a high standard, in line with Worrells protocols and values. This role works closely with File Accountants to organise and manage completion of insolvency engagements while delivering quality service to all stakeholders.

A Supervisor is also responsible for coaching, mentoring and directing team members to ensure development of staff under your supervision

### Duties

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**File Management**

- Set up/oversee the setup of new files
- Review incoming correspondence and provide specific instructions on proposed responses or actions required in relation to correspondence
- Review and approve draft outgoing correspondence as authorised
- Instruct and oversee drafting of first day notifications to various stakeholders
- Distribution and management of daily filenote downloads and managing filenote and general workload of supervised staff
- Set deadlines for work to be completed in accordance with firm and statutory obligations
- Oversee maintenance of general ledger, review receipts and payments on files, approve invoice payments
- Monitor all file note tasks being completed
- Draft/review reports/advices to creditors (e.g. initial reports, statutory reports, fee approval advices, secured creditor reports and dividend declaration advices)
- Assess business/assets and provide recommendations/strategies on sale/disposal of same
- Assist with marketing and selling business/assets (monitoring the preparation of advertisements, information memorandums, confidentiality undertakings, communicating with interested parties, correspondence with interested parties, assessing offers, correspondence negotiating / accepting offer, reviewing sale agreements)
- Attend site to inspect/collect/list assets and/or books and records and ensure compliance with firm and statutory obligations
- Assist with trade on activities (e.g. reviewing the setup of trade on accounts, reviewing budgets, monitoring trading activities, orders, purchases, sales.)
- Review and arrange storage of books and records and destruction of books and records at appropriate time
- Review documentation to assess validity of security interests (e.g. review security documentation)

Assist with FEG (e.g. approving employee entitlement letters, reviewing calculation of outstanding employee entitlements, corresponding with FEG, review FEG questionnaires, FEG Deed of Undertakings, FEG verification spreadsheets and discrepancy reports)

Review prepared BAS' and monitor receipt of refunds, review payments

Review/conduct income assessments and provide suggestions regarding income assessments including finalising assessments, collection schedules, non-compliance

Review solvency investigations (prepare solvency analysis, solvency report)

Review investigations into insolvent trading

Review investigations into voidable transactions (e.g. preferential payments, uncommercial transactions, unreasonable director-related transactions, undervalued transactions)

Review summary of potential offences and review offence reports to regulatory bodies

Assist with seeking funding (e.g. FEG funding, ATO indemnity request)

Assist with litigation matters (e.g. instructing solicitors, reviewing court documents, preparation for and attendance in mediation/Court, preparation for public examinations and attendance in Court)

Assist with creditor meetings, review completed minutes of meetings, instructing lodgement of statutory forms

Assist with seeking fee approval from the Court (e.g. reviewing WIP report, instructing solicitors, reviewing application/court documents)

Review adjudication of proof of debt claims by creditors for dividend purposes and/or when requested

Assist with dividend procedures (e.g. instructing issuance of cheques, banking of cheques)

Instruct and assist with finalisation of files (e.g. closing administration bank account, cancelling GST registration, draft and lodge statutory forms)

Financial  
Performance

Record all chargeable and non-chargeable tasks on timesheets

Ensure subordinates are completing timesheets and meeting chargeable budgets

Monitor and contribute to discussions regarding file and team fees, work in progress, write-offs and budgets

Generate and complete monthly fee sheets

People &  
Performance

Coordinate / attend new staff member's induction and development discussions / reviews in the first 12 weeks

Train and provide guidance for File Accountants

Provide timely coaching, practical advice, constructive and specific feedback on work completed to all team members

Monitoring performance of File Accountant

Identify performance issues with File Accountants and liaise with manager/partner as required

Identify opportunities to reinforce, reward and celebrate individual progress and achievements

Technical  
Knowledge

Demonstrate knowledge and ability to apply relevant legislation to job matters and navigate through legislation, case law and ARITA Code

Demonstrate comprehensive working knowledge of Workbench and other software / programs (e.g. MYOB, Quicken, Xero)  
Ensure correct insolvency practices (statutory, regulatory, industry standards) are followed on all client files

Operational  
Excellence

Ensure all draft correspondence is accurate, contains minimal errors and that all references to legislation are correct  
Apply firm protocols in maintaining files in Workbench, and ensure all files are well structured to a standard acceptable to the requesting staff member and documentation is up to date  
Ensure firm checklists are followed and maintained in accordance with deadlines as defined in the client file  
Ensure all incoming correspondence is saved on file, linked to relevant file note and summarised for next steps (where appropriate) in a timely manner  
Complete file notes in a way which sets out clearly the position taken and the reasons for that position  
Actively work to drive efficiencies and optimise team effectiveness  
Set parameters on files with Manager, and ensure team works within the job parameters  
Ensure all file notes are addressed on their review date, all review dates set appropriately  
Ensure File Accountant completes relevant tasks required (i.e. saving mail, preparing responses within relevant time frame, meeting time budgets)  
Manage workload of File Accountant/Financial Assistant

Stakeholder  
Management

Communicate verbally in a professional and courteous manner (including on the telephone and at meetings) to ensure positive reflection of the Worrells brand, strong working relationships and referrer retention  
Keep stakeholders informed on the status of pending actions where appropriate  
Communicate with stakeholders to determine what their needs are and provide appropriate information  
Respond to stakeholder queries within statutory timeframe (if applicable)  
Liaise and maintain relationships with Referral partners and ensuring CRM software is updated accordingly

Business  
Development

Participate in structured firm marketing events as required  
Network at industry events to secure new referral partners

## Key internal and external stakeholders

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<b>Stakeholder</b>	<b>Purpose of communication</b>
Ordinary Unsecured Creditors	To keep them informed, proactively manage expectations and represent Worrells in a professional manner
Regulators - ASIC and AFSA	To comply with regulatory requirements and discharge statutory duties and represent Worrells in a professional manner
Referral Partners	To proactively keep apprised of developments on files and represent Worrells in a professional manner
Debtor / Director	To proactively deal with the Debtor / Director in a respectful and professional manner
Secured Creditors	To recognise their vested interest in the insolvent as a Secured Creditor. To keep them informed, proactively manage expectations and represent Worrells in a professional manner
Worrells Staff and Team Members	Is courteous and treats others with respect. Works on projects as part of a team, exchanging ideas and contributing skills that complement those of the other team members
Employee Creditors	To keep them informed, proactively manage expectations and represent Worrells in a professional manner

## Selection criteria

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### **Qualifications**

Degree in Accounting / Commerce or equivalent  
Should be a full member of the ICA or CPA Australia  
Should have passed all or the greater part of the ARITA Course

### **Experience**

Supervisors will generally have minimum of 4 years' insolvency experience, undertaking or completed CAANZ/CPA (or equivalent), and may have commenced ARITA education course.  
Supervises one or two staff