



GRADUATE

Position Description

Position purpose

Position purpose As a Graduate your core responsibilities are focused on the efficient and professional delivery of work, in accordance with Worrells processes and systems and in compliance with the relevant regulatory standards, in a manner consistent with Worrell's values.

A Graduate is responsible for learning and developing their technical skills and working as part of a team carrying out basic tasks under close coaching and supervision.

Duties

File Management

Save incoming correspondence (email, letters, Proof of debts, proxies) on file, link and summarise (where appropriate) in relevant File Note and action as required

Issue and save outgoing correspondence (including advices and reports to outsourced printers) on file and link to relevant file note

Draft responses to incoming correspondence

Draft all first day notifications to various stakeholders

Update all merge details, including creditors lists and debtor collection ledgers

Conduct searches (e.g. company extracts, PPSR, land titles, personal name searches)

Maintain general ledger including allocation of receipts and processing payments on files

Draft and lodge statutory forms and advertisements

Draft reports/advices to creditors (e.g. initial reports, statutory reports, fee approval advices, secured creditor reports and dividend declaration advices)

Identify, list and describe details of all assets

Request valuations (business/assets), review valuations and assess equity

Assist with marketing and selling business/assets (e.g. preparing advertisements, preparing information memorandum, preparing confidentiality undertaking, communicating with interested parties, drafting and issuing correspondence with interested parties, assessing offers, drafting and issuing correspondence negotiating / accepting offer, drafting and issuing sale agreement)

Attend on site to inspect/collect/list assets and/or books and records

Assist with trade on activities (e.g. setting up trade on accounts, preparing budgets, monitoring trading activities, orders, purchases, sales.)

Review and arrange storage of books and records and destruction of books and records at appropriate time

Collate documentation to assess validity of security interests (e.g. review security documentation)

Assist with FEG (e.g. preparing and issuing employee entitlement letters, calculating outstanding employee entitlements, correspond with FEG, complete FEG questionnaires, preparing FEG Deed of Undertaking, prepare FEG verification spreadsheet, review and complete discrepancy report)

Assist with lodgement of BAS' (e.g. Draft BAS' and lodge BAS', maintain GST monitoring spreadsheet, follow up refunds, raise payment for GST payable and issue cheque)

Reviewing documentation, calculating and assessing income assessments for bankrupt estates

Conduct preliminary solvency investigations (prepare solvency analysis, solvency report)

Conduct preliminary investigations into insolvent trading

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

Identify potential offences and draft offence reports to regulatory bodies

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

Assist with litigation matters

Prepare for creditor meetings, attend creditor meetings, take minutes, prepare post-meeting documents/statutory forms and lodge statutory forms

Assist with seeking fee approval from the Court

Adjudicate on proof of debt claims by creditors for dividend purposes and/or when requested

Assist with dividend procedures (e.g. issue cheques, follow up banking of cheques)

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

**Financial
Performance
People &
Performance**

Record all chargeable and non-chargeable tasks on timesheets

Coordinate / attend new staff member's induction and development discussions / reviews in the first 12 weeks
Train and provide guidance for Financial Assistant

**Technical
Knowledge**

Demonstrate knowledge and ability to apply relevant legislation to job matters
Demonstrate comprehensive working knowledge of Workbench and other software / programs (e.g. MYOB, Quicken, Xero)

**Operational
Excellence**

Ensure all draft correspondence is accurate and contains minimal errors
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

**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)

**Business
Development**

Participate in structured firm marketing events as required

Key internal and external stakeholders

Stakeholder	Purpose of communication
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

Qualifications

Degree in Accounting / Commerce or equivalent

Experience

Graduates or undergraduates with little to no experience in insolvency. They may be working part time completing their studies. Supervised by more senior staff.