

Job Title: Senior Manager, Insolvency and Delegates

Department: Court Services

Section: Viscount's

Reports to: Viscount

JE Ref: SG1030

Grade: CS13

JE Date: 25/08/2023

Job purpose

As a key member of the Viscount's Department leadership team, manage the Insolvency and Delegates Team and direct investigations into the administration of the affairs of insolvent Corporate Bodies and individuals, dealing personally with, or advising on, complex and contentious insolvency matters including Receiverships. Ensures the delivery of a professional, efficient and cost effective service and that the principles of service improvement, business continuity, risk management, well-being and health and safety are embedded in the section.

Job specific outcomes

1. Takes personal charge of, or assists the Viscount with, complex insolvency and receivership matters, including fraud cases, to ensure that the Island's good reputation as a finance centre is not prejudiced, but enhanced, having regard to MoneyVal. Adjudicates difficult claims referred up by the Insolvency and Delegate Manager and the Insolvency and Delegate Case Officers. Takes lead responsibility for the management of delegates of last resort and associated finances. Responsible for liaising with the Court and the Judicial Greffe on attendant matters relating to this function.
2. Provides effective leadership to the team, ensuring a performance management culture, monitoring workload, identifying training needs, setting objectives, and providing performance feedback. Communicates effectively to ensure that team members are briefed on departmental and organisational priorities. Acts as a role model to support team members of the immediate and the wider team. As a key member of the Viscount's Department leadership team, participates in a range of departmental initiatives including contributing to annual report and business plans, reviewing performance data and key performance indicators. Reviews services to ensure continued effectiveness and efficiency and identify improvements through creating a culture of continuous improvement. Responsible for day to day management of human resources functions for the team including recruitment, progression and staff issues.
3. Responds to insolvency and related enquiries from members of the public and the legal and accountancy professions with a view either to averting insolvency proceedings or to facilitate a smooth transition via alternative proceedings in accordance with Royal Court Directions and customary (common) law and statutory Law. Advises lawyers on the suitability of applications for assistance from foreign courts in relation to insolvency matters (Article 49 /Comity applications),
4. Identifies matters that require legal action, assesses, recommends the action to be taken and implements that action so that returns to creditors or those under delegation are maximised and exit lines established having regard to risk analysis, proportionality and cost-effectiveness.

5. Contributes to a rolling programme of law reform in relation to insolvency, delegate and related matters including working with Law Drafting team on amendments to insolvency and related Laws, suggest amendments to the legislation and outline the scope and effect of new or proposed legislation in order to ensure that legislation is fit for purpose. Review and implement new procedures to ensure all round efficiency of the Insolvency and Delegate administrations. Responsible for implementing strategy and practical input of IT systems. Responsible for knowledge management and dissemination on insolvency and delegate matters. Liaise with other Governmental Departments, external agencies and insolvency practitioners to formulate insolvency regimes, policy and address trending issues.
6. Prepares reports for submission to the Attorney General where necessary. Prepares Representations for presentation to the Royal Court concerning insolvency matters such as a debtor's discharge from bankruptcy, director's disqualification, disputed claims adjudications.
7. Attends the Royal Court as Viscount Substitute and answers questions relating to insolvency matters.
8. Administers and supervises the administration of other insolvency procedures, including *Remise de Biens* and Debt Remission Orders. Maintains the register and recommends to the Viscount approval of liquidators pursuant to the provisions of Article 7 of the Companies (General Provisions) (Jersey) Order 2002 ('the Order'). Act as Regulator and investigate complaints brought against liquidators in accordance with Article 8 of the Order.
9. Supports the Regulatory Officer, Delegates and Attorneys in accordance with The Capacity and Self-Determination (Supervision of Delegates Etc.) (Jersey) Regulations 2018 which gives the Viscount statutory powers to supervise the conduct and investigate complaints against delegates and LPA attorneys.
10. Act as an 'A' signatory on the Viscount's Department bank account for the Department, deputising for the Operations Manager when necessary, by validating and making payments out and acting as a dual authoriser for amounts up to £2million in respect of any one transaction.

Remember to use active and direct language. Talk about the work that the job does, not what the whole team or a manager might do.

Statutory responsibilities

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

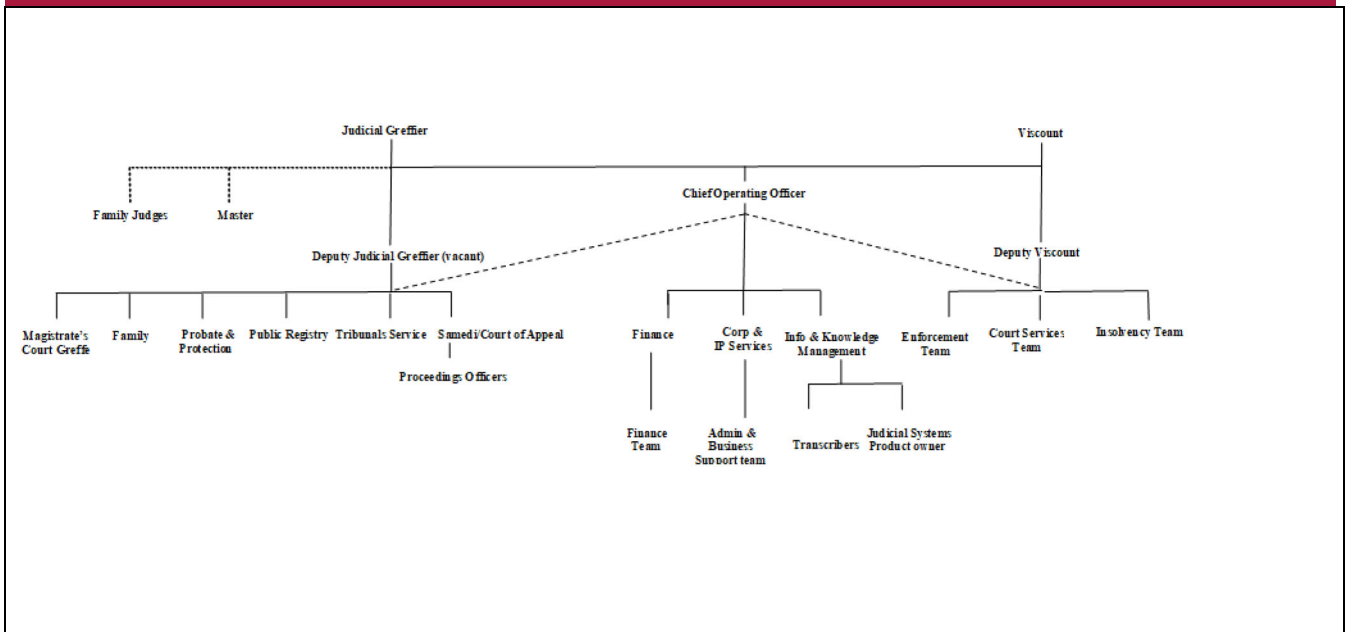
This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisational structure

Government Departments



Organisation chart



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications Please state the level of education and professional qualifications and / or specific occupational training required.</p>	<p>Qualified Accountant.</p> <p>Level 7 post graduate qualification or equivalent gained by substantial practical experience in a relevant specialism, including Finance/Law and or MBA</p> <p>A qualification in Prince2, PMP, MSP or Agile.</p>	
<p>Knowledge This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</p>	<p>Detailed knowledge of Jersey insolvency, company, property and the Capacity and Self-Determination Law 2016 and associated legislation and a comprehensive understanding of insolvency and delegate responsibilities</p> <p>A sound knowledge of Microsoft applications (Word, Excel, Outlook and CRM</p> <p>Accountancy knowledge to interpret financial statements including those demonstrating fraudulent activity.</p> <p>Highly developed specialist knowledge of insolvency and delegacy matters underpinned by theory and experience</p> <p>Comprehensive knowledge, or ability to establish, of the range of services provided by</p>	

	Government and the Courts and private and voluntary sectors all of which will have an overlap on matters relating to insolvency and delegations.	
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Management and auditing of confidential and sensitive records and information on a variety of databases including both internal and external systems within data protection legislation.</p> <p>Excellent written and verbal skills in order to communicate widely with a range of audiences, including preparing complex Court Representations and Reports on complex insolvency matters.</p> <p>Analytical skills including skills in editing, quality assurance and critiquing reports written by others to ensure accuracy.</p> <p>Researching skills to interpret legal case law from a range of jurisdictions.</p> <p>Driving licence in order to attend sites at various locations.</p>	Knowledge of French
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Excellent planning and organisational skills</p> <p>Excellent verbal and written communication skills in order to communicate with a range of audiences and professionals within and outside the organisation</p> <p>Ability to produce accurate written materials (letter, reports, proposals) for a variety of audiences including the Royal Court.</p> <p>Proven ability to act with the highest levels of discretion and probity at all times, as dealing with sensitive legal information</p>	

<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>At least 5 years management experience, including management of teams, obtained by a combination of professional experience and more formal management training.</p> <p>Experience in managing and working alongside a diverse range of stakeholders within the public and private sector or a similar context.</p> <p>A proven track record of achieving objectives on time</p>	
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Personal Attributes

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the States of Jersey tier 4 core accountabilities attributes and behaviour indicators.