

<https://giaconsultancy.co.uk/job/auditor-personal-injury/>

Auditor – Personal Injury

Description

My Manchester based client is a specialist Personal Injury claimant firm. They are now seek an experienced Personal Injury fee earner who is looking to move away from file handling and use their expertise in a support and quality role.

As an internal auditor your role is to assist in providing guarantees that the firm's risk management, governance and control processes are operating effectively. Your work with senior management will provide evidence that we are managing the business effectively.

Responsibilities

Duties will include:

- Auditing personal injury files against internal and external standards from inactivity reports
- Conducting reviews into management information and performance data
- Assisting in the investigation of complaints
- Anticipating emerging issues
- Preparing audit reports to highlight issues and problems internally and for external sources
- Collating, checking and analysing spreadsheet data as well as ensuring records are accurate and reliable
- Dealing with court orders, checking daily and updating associated spreadsheets
- Chasing Managers and escalating to COO where no response
- Checking Unless Orders against deadlines
- Ad hoc reporting on CFAs, correct limitation dates etc.

Qualifications

The successful candidate will have:

- Experience of Fee Earning
- High standards of literacy and numeracy,
- Well organised and with great attention to detail
- Ability to communicate effectively with staff at all levels of seniority
- Able to work with a minimum degree of supervision
- Have a working knowledge of case management systems, ideally Visual files

Job Benefits

In return, you will be rewarded with a basic salary of £20,000 plus a range of benefits.

Contacts

Apply today for immediate consideration

Hiring organization

Gia Consultancy

Employment Type

Full-time, Permanent

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

Legal

Job Location

Manchester

Working Hours

Full Time

Base Salary

£ 20000 - £ 20000

Date posted

December 22, 2021

Valid through

27.01.2022