



MCNAMARA & ASSOCIATES



#JOB-2403606



Digital office Centre, Balheary Ind Pk, Swords,
Co. Dublin, K67 E5A0



No of positions : 1



Paid Position



40 hours per week



32000.00 Euro Annually



21/07/2025



18/08/2025

How to apply

Application Method :

Not available



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online



Administrative Assistant

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

We are a specialist personal insolvency practice based in Swords, Co. Dublin, dedicated to assisting individuals in financial distress through regulated solutions such as Debt Settlement Arrangements (DSAs), Personal Insolvency Arrangements (PIAs) and Bankruptcies. We are seeking a proactive and detail-oriented admin assistant to support the management of client cases from initial engagement through to resolution.

This role combines case administration, compliance monitoring, and direct client interaction. It is ideal for someone with strong organisational skills, a high level of attention to detail, and experience (or interest) in regulated financial or legal environments. This is a full-time permanent position providing an opportunity to pursue a career in personal insolvency. The role will grow with the individual.

Administrative Support

Assist with day-to-day administrative duties including client correspondence, document preparation, filing, and handling of incoming/outgoing post.

Support scheduling of appointments and meetings and ensure timely responses to enquiries.

Draft reports, standard forms, letters, and communications as needed.

Case Management & Processing

Process client cases from initial engagement to consultation, ensuring all documentation is accurate, complete, and compliant.

Harvest financial information and supporting documentation from debtors, including income evidence, bank statements, creditor letters, and asset details.

Prepare and manage documentation for Protective Certificate applications in line with ISI and court requirements.

Engage with debtors in relation to annual reviews of their arrangements, collecting updated financial details and assessing eligibility.

Liaise with debtors and creditors regarding the ongoing performance and variation of DSAs and

PIAs.

Maintain and update case data and client communications within the Customer Relationship Management (CRM) system and insolvency case management software (e.g., Insightly CRM).

Requirements:

Essential:

Excellent attention to detail with strong data management and organisational skills.

Proficiency in Microsoft Office (Word, Excel). Excel in particular is heavily utilised.

Strong written and verbal communication skills.

Ability to handle sensitive and confidential information with discretion.

Willingness to learn and problem solve is key to this role.

Desirable:

Administrative or case-handling experience, preferably in a legal, financial, or insolvency setting is desirable but not essential. Extensive training will be provided.

Experience in a regulated financial or legal environment.

Familiarity with personal insolvency processes, including DSAs, PIAs, and Protective Certificates.

Experience using a Customer Relationship Management (CRM) or a similar case management system.

Understanding of AML/KYC obligations and GDPR compliance.

- **Sector:** administrative and support service activities

Career Level

- Entry Level

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1

(Desirable)

- **Ability Skills:** Administration, Computer Literacy
- **Competency Skills:** Initiative, Working on own Initiative
- **Proximity Locator Distance:** 10 Kilometres