

## Guide to Level of Insolvency Classification \*

Title	Description
Partner	Registered Liquidator, Official Liquidator and/or Trustee, bringing his or her specialist skills to the insolvency administration.
Director/Principal	Minimum of twelve years insolvency experience, at least five years at manager level, qualified accountant and capable of controlling all aspects of an administration. May be appropriately qualified to take appointments in his/her own right.
Senior Manager (Mgr 1)	More than seven years experience, more than three years at manager level, qualified accountant and capable of controlling all aspects of an administration. Experienced at all levels and considered very competent.
Manager	5 - 7 years experience, qualified accountant, with well developed technical and commercial skills. Should be constantly alert to opportunities to meet clients' needs and to improve the clients' future operation either by revenue enhancement or by reducing costs and improving efficiency. Controls 2 – 4 staff.
Supervisor	3 - 6 years experience, will have conduct of minor administrations and experience in control of 1 - 3 staff, assists planning and control of medium to larger jobs.
Senior Analyst 1 & 2	1 - 4 years experience, CA Program (or equivalent) would normally be completed during this period. Assists planning and control of small to medium sized jobs as well as performing some of the more difficult work on larger jobs.  The difference between a Senior Analyst 1 & 2 included in this classification is the level of experience and competence.
Analyst 1 & 2	0 – 2 years experience. University graduate with little or no professional experience, required to assist in day-to-day fieldwork under supervision of more senior staff.  The difference between a Analyst 1 & 2 included in this classification is the level of experience and competence.
Graduate	Graduated from University with minimal insolvency experience. Required to assist in day-to-day field work and other routine tasks under supervision of more senior staff
Undergraduate	Completed HSC and plans to undertake at least part-time degree/diploma, required to assist in administration and day-to-day fieldwork under supervision of more senior staff.
Bookkeeper	At least 4 years commercial experience in bookkeeping. May be a Qualified accountant classification would depend on experience, salary and complexity of work to be conducted.  The difference between a Senior Bookkeeper and Bookkeeper included in this classification is the level of experience and competence.
PA	Appropriate skills including machine usage and customer service, general administration duties on jobs.
Administration	Non-qualified, assists with general administration duties on jobs.

\* The above is to be taken as a general guide only. From time to time there may be persons employed who, because of their skills and experience, are employed in positions where they may not necessarily meet all of the above qualifications.