

## JOB DESCRIPTION

<b>Job title</b>	<b>Manager</b>
<b>Location</b>	<b>Cambridge</b>
<b>Department</b>	<b>Corporate Finance</b>
<b>Line manager</b>	<b>Partner, Corporate Finance</b>

### Overview

The Manager assists in all aspects of technical transaction work. Strategically developing, marketing, and growing the business in line with agreed strategy. Helping to initiate change and continuous improvement. The role has some degree of autonomy in how it is delivered.

### Key accountabilities

- Supporting and leading transactions of all types including Company Sales, Acquisitions, MBO's and MBI's.
- Planning, managing and conducting due diligence assignments.
- Preparation of valuation reports.
- Support the marketing and business development activities of PEMCF to include, speaking at events, networking, writing articles, drafting, and presenting pitches, following up sales leads including cold and warm calling.
- Develop junior staff and provide guidance when required. Support the performance appraisal process.
- Maintain a contact base and an active profile on relevant social media platforms.
- Undertake research both on a structured and on an ad-hoc basis.
- Financial analysis and modelling.
- Preparation of presentations and report on all types of transactions undertaken by the team.

### Person Specification

- Previous experience working in corporate finance
- Strong understanding of corporate finance processes.
- Financial modelling experience.
- Awareness of the key tax issues relating to corporate finance.
- Excellent communication skills with the ability to build positive relationships across all levels of the organisation
- Proficient attention to detail to ensure accuracy
- Ability to balance multiple priorities and deliver to strict timelines