

**Assistant Director, Corporate Finance Boutique Firm
London, City**

£100,000 - £150,000 package dependent on experience and performance

An ambitious, enthusiastic Assistant Director is required to join an established boutique Corporate Finance firm with a successful 30-year track record primarily guiding owners through the process of selling their businesses, also raising equity and debt finance and advising management teams on buy-outs and buy-ins.

As Assistant Director you will be responsible for managing 3-4 transactions at any one time and successfully concluding that many each year. Support will be provided from the CEO, Senior Directors, the COO, sector specialists and analysts to help provide professional advice and manage the clients. You will also be expected to participate in pitches and generate new business.

You are probably currently working at an investment bank or in a corporate M&A team and seeking to join a thriving smaller firm providing a more personal service, where the contribution of the individual is valued and work/life balance is a priority.

Responsibilities:

Transaction management

- Be our trusted, first point of contact for designated clients from kick-off meeting to closing
- Ensure clients receive excellent service and advice at all stages of the process and that their interests are always put first, so the Corbett Keeling 3C's of Cash, Certainty and Chemistry are realised
- Plan ahead to identify potential problems, alert senior Directors and suggest solutions to ensure a completion success rate of more than 90%
- Set and drive the deal timetable
- Draft the IM and other documentation
- Identify and approach a comprehensive buyer list
- Compare and evaluate offers and build competitive tension amongst the bidders
- Negotiate detailed heads of terms on behalf of our client
- Manage other professional advisers including lawyers, tax advisers and due diligence specialists
- Take responsibility for oversight of transaction costs, invoicing and efficient administration of deals including comprehensive filing in accordance with Corbett Keeling systems

Business generation

- Oversee the production of top quality winning pitches using standard templates with innovation as required
- Support CEO and senior directors in presentations to potential clients
- Take responsibility for business development including building close relationships with Corbett Keeling's sector specialists, global partners and target clients
- Build own networking circles

Skills, experience, character:

- ACA gained with Big Four firm
- Minimum 3-year post qualification experience in transaction management, ideally in an investment bank, a corporate environment, big four accountant or boutique firm.
- Previous deal management of at least 3 deals with a minimum value of £10m
- Extremely strong written and personal communication skills
- Degree qualification minimum of 2.1 from Oxbridge or other Russell Group university
- Integrity
- Not a purely money driven individual – work life balance will also be important
- Positive, can-do attitude

This is an exciting new opportunity for an Assistant Director to join a thriving City based Corporate Finance boutique founded 30 years ago. Salary is negotiable based on experience. Apply now!