

Analyst

Corporate Finance Boutique Firm

London - City

Full Time Position

About Corbett Keeling

Corbett Keeling is what is commonly referred to as an “elite boutique” corporate finance firm. We comprise a handpicked team of senior advisors and transaction professionals, many of whom started their careers at larger investment banks, Big 4 consultancies and in industry, and who subsequently realised they could best serve their clients in a smaller, independent advisory firm.

Our clients are typically owner managed, family-owned or private equity backed private companies with enterprise values of £10m to £150m or private and public companies of any size looking to acquire or develop businesses in this lower to mid-market value range.

We have a 25-year track record advising our clients on:

- selling businesses;
- building value through mergers and acquisitions; and
- raising capital

Our primarily UK-based team of *circa* 40 senior professionals, whose combined industry and advisory experience totals over 1,000 years, brings together broad sector expertise, in-depth knowledge of financial investors, and access to overseas purchasers to provide the best possible corporate finance advice to our clients.

Corbett Keeling is a member of Globalscope which comprises over 450 overseas professionals in 45 firms covering all major global trading nations to give our clients a global team of *circa* 500 advisers to serve their needs.

Responsibilities

A. Marketing support

- 1 Assist Director of Marketing with KPI assessment and reporting to inform team strategy
- 2 Prepare papers for fortnightly team meetings
- 3 Take responsibility for regular social media updates, posts and analysis reports
- 4 Ad hoc tasks relating to specific email and other marketing campaigns
- 5 Inform public databases of completed transactions
- 6 Assist Director of Marketing in ensuring smooth and effective use of CRM by all the team

B. Business generation

- 1 Carry out research into general market performance, industry sectors, company performance
- 2 Prepare pitches including valuation research, buyer research, drafting slides, processing all comments and mark-ups from seniors, arranging printing
- 3 Prepare sector reports for sending to prospective clients and inclusion in relevant pitches
- 4 Research industry sectors to identify target clients
- 5 Assist Director of Marketing in pulling full reports from public databases for further research

C. Transaction management - Working with Director level where appropriate

- 1 Financial modelling, likely to include using excel formulas
- 2 Company valuations
- 3 Company future performance forecasts based on historical metrics
- 4 Comparison of ratios across the industry
- 5 Input into the information memorandum and other documentation
- 6 Presentation work
- 7 Identifying potential buyers of a business
- 8 Administration, including taking notes in meetings, scheduling conference calls, proofreading

D. General office support

- 1 Answer phone when Marketing Support Executive unable to do so
- 2 Greet clients when Marketing Support unavailable
- 3 Assist Marketing Support Assistant with the serving of coffee as required

Skills & Experience

Degree qualification minimum of 2.1 from Russell Group university

Strong people skills

Outstanding written communication skills

Attention to detail

Ability to take the initiative

Ability to prioritise under pressure

Team player

Enthusiasm and energy

Quick learner

Competence in Excel, Word and Powerpoint

Not a purely money driven individual - seeking a diverse value set to include work life balance

Remuneration

TBC, paid monthly in arrears

Holiday entitlement - 20 days plus English Bank Holidays

Start date

To be agreed