

## Corporate Finance Manager

### City of London

Jim Keeling set up Corbett Keeling to spearhead re-establishing corporate finance with integrity. He believed smaller private business owners were not always served well by the larger, multi-service City advisers and for 28 years Corbett Keeling has advised its clients with honesty and a sense of responsibility and duty for clients and colleagues.

We always tell the truth to our clients, at all times putting their best interests first. We are able to do this because we are independent, family owned and therefore not subject to conflicting interests from other departments and shareholders.

We guide owners of private companies on:

- **Selling their business**
- **Raising capital**
- **Building value by M&A (e.g. through acquisitions)**

Corbett Keeling comprises a handpicked team of senior advisors and transaction professionals, many of whom cut their teeth 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 and family-owned companies with enterprise values of £5m to £150m.

Corbett Keeling is actively seeking to recruit Big 4 qualified chartered accountants with a minimum of two years' post-qualification transactional experience.

The ideal candidate would:

- Share our Corbett Keeling values
- Want to take a leading role advising on and driving transactions
- Like to join, and share in the profits of, a close-knit, fast-moving corporate finance business
- Help the firm leverage our unique platform of cross-sector expertise and City contacts to drive growth

If you meet these criteria, please send your CV to [info@corbettkeeling.com](mailto:info@corbettkeeling.com).

A manager at Corbett Keeling has three main areas of responsibility:

### 1. Transaction management

Managing transactions will involve:

- Being the first point of contact at Corbett Keeling for the client
- Ensuring the client receives excellent advice and service at all stages of the process
- Setting and driving the deal timetable
- Drafting the Information Memorandum and other documentation
- Modelling the financial implications of proposed deal structures
- Identifying and approaching a comprehensive buyer list
- Liaising with our sector specialists as appropriate

- Planning ahead to identify potential problems
- Negotiating the best possible heads of terms on behalf of the client
- Advising on the appointment of, and managing, lawyers, tax advisers, due diligence specialists, and property, tax and pensions advisers
- Oversight and invoicing of transaction costs
- Efficient administration and filing of the transaction

A Manager will be registered on the FCA Directory and is required to self-certify: honesty; integrity; financial soundness; and relevant and adequate training for the job. Corbett Keeling will approve and verify a Manager's fitness to provide corporate finance advice.

## **2. Business Development**

### ***Winning pitches***

Managers should expect to oversee the production of top-quality winning pitches, based on Corbett Keeling's template and Managers should show personal creativity and attention to detail to ensure each pitch is carefully tailored to the target client.

### ***Building relationships with deal sources***

A Manager should identify, contact and build relationships with deal sources including private equity firms, lenders, lawyers and accountants.

It is the job of everyone at Corbett Keeling to be trying to generate business through networking, not just at formal events but in all walks of life.

### ***Marketing initiatives***

We look to all team members to think creatively and be pro-active in marketing initiatives.

## **3. Building Corbett Keeling, the firm**

### ***Team development***

A Manager will be responsible for delegating responsibility to one or more analysts and training these individuals in transaction management and business development, with particular emphasis on accuracy, written and verbal communication, modelling, time management and all technical areas of a corporate finance transaction.

### ***Building the firm's infrastructure***

All members of the Corbett Keeling team are expected to play a role in building the infrastructure and intellectual property of the firm. A Manager can expect to contribute at times to tasks including:

- Improving the firm's CRM system
- Writing market insights and other marketing materials
- Suggesting improvements to our website
- Implementing our CSR policies