

Job description

Job Title: Associate

Division: Global Financial Advisory

Responsibilities:

Supporting senior bankers' marketing initiatives by co-ordinating the work of more junior team members and junior resources to deliver a pitch book to specification

Co-ordinating and reviewing financial models developed by more junior members of the team

Managing a simple transaction by co-ordinating the transaction process both internally and with other advisers, reviewing the selling documentation and defining supporting analysis and arguments for negotiation purposes

Coaching and managing juniors in the team in the above

General skills / qualifications required

Skills

Teamwork – ability to build effective relationships between individuals, teams, lines of business and across geographical/cultural boundaries

Communication – ability to communicate clearly, persuade and influence; good listening skills

Ability to be proactive, persevere, overcome setbacks and deliver results

Ability to recognise fee-generating opportunities

Understanding of the fundamental principles and the application of appropriate techniques. Enthusiasm for developing these skills and applying these skills creatively

Ability to build long term, professional client relationships that add value to the client and lead to the expansion of the business

Advanced Microsoft Office skills (Word, PowerPoint and Excel)

Qualifications/registrations

Strong academics

A levels or equivalent - ABB or above

Degree or equivalent – 2:1 or above

ACA (or equivalent) qualified – first time passes