



JOB DESCRIPTION

Role Title: Corporate Finance Manager
Reporting To: Partner, PEM Corp Fin LLP

Overview of role

Reporting to the partner, PEMCF, assisting in all aspects of technical transaction work.

Strategically developing, marketing, and growing the business in line with agreed strategy and helping to initiate change and continuous improvement.

The role has some degree of autonomy in how it is delivered.

Nature of Work

Participate in all activities of the corporate finance team. Supporting and leading assignments of all types including Company sales, acquisitions, MBOs, MBIs, strategic reviews, and valuations. Planning, managing, and conducting due diligence assignments.

Leading and coaching junior staff on assignments.

Supporting 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. Maintaining a contact base and an active profile on relevant social media (such as LinkedIn).

Undertake research both on a structured and on an ad-hoc basis.

Responsibilities

1. Supporting and leading transactions of all types, including Company Sales, Acquisitions, MBOs and MBIs.
2. Planning, managing, and conducting due diligence assignments.
3. Preparation of valuation reports.
4. Planning and implementation of marketing plan for due diligence work in conjunction with PEMCF partner.
5. Planning, managing, and conducting due diligence assignments.
6. Leading and coaching and encouraging junior staff on assignments.
7. Out of hours support of transactions on a flexible basis - e.g. responding to emails.
8. Supporting 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.
9. Maintaining a contact base and an active profile on relevant social media to include LinkedIn. Ensure that all contacts details and interactions are captured with the CRM system.
10. Undertake research both on a structured and on an ad-hoc basis.
11. Financial analysis and modelling.
12. Preparation of presentations, reports on all types of transaction undertaken by the team.
13. Delivering high level of client confidentiality and a professional service.

Technical

1. Flexible, creative approach to conducting research to support marketing or project work using a variety of sources.
2. Financial modelling.
3. Organisation skills.



4. Has a good understanding of corporate finance processes.
5. Has a good awareness of the key tax issues relating to corporate finance work.
6. Able to work effectively on their own.
7. IT skills including competency with various software packages – Word, Excel, PowerPoint, use of online databases, CRM system (ACT/Workbooks).

Business Development/Client Care

1. Identify and define marketing opportunities.
2. Produce and present proposals for new opportunities.
3. Supporting the team on pitching for new work and lead nurturing.
4. Attending networking events to enhance own/PEM's profile.
5. Deliver highest standard client care and good working relationships at all times.

Managerial

1. Responsibility for ensuring own time management on projects is appropriate.
2. Liaising with PEM staff and partners, managing individuals as part of project work.
3. Participating in PEM performance appraisal scheme by helping to identify own and others' strengths, weaknesses and training needs.
4. Optimise communications between partners and staff.
5. Positively support the future direction of PEM.
6. A self-starter – active and productive.

Commercial

1. Contributes to ideas, is collaborative, collegiate and enjoys brainstorming.
2. Keeps up to date with corporate finance market trends.

Team work

1. Encourage and motivate a positive team to give their best in line with PEM goals.
2. Be a motivating and respected member of the firm, working pro-actively to encourage positive relationships across the firm.
3. Sharing knowledge willingly and ensuring the development of others.
4. Responds well to advice and is not afraid to give it.
5. Sociable and willing to learn.
6. Team player.

Prepared by: PO/TM

Date: May 2022