

## Job description

**Job Title:** Associate  
**Division:** Global Financial Advisory  
**Posting date:** 28 June 2016  
**Closing date:** 28 July 2016  
**Location:** London  
**Salary:** Competitive within the market range

### 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
- 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
- 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