

# Corporate Finance – Deal Advisory Manager / Assistant Manager

---

## JOB DESCRIPTION

**Reports to:** Director/Partner

**Objective:** This role is a wide-ranging and challenging position that requires an individual who is committed to personal growth and development. The role will entail deep involvement in mergers and acquisition transactions, fundraising and providing strategic insight. The individual, who will be able to think commercially, will be involved in complex mid-market transactions from planning and research through to execution and delivery. To support the Partners and Directors in the management of the corporate finance function for the firm.

**Location:** Sheffield or Leeds (flexible and element of remote working)

**Working hours:** 37.5 per week, Monday to Friday

### Why BHP Corporate Finance is the one for you...

BHP Corporate Finance is an award-winning advisory team providing a full range of lead advisory services for corporates, management teams, investors, and funders. We specialise in every aspect of corporate finance. We've managed deals, sourced investment, developed growth plans and executed countless mergers and acquisitions over many years.

We are also shareholders of specialist global mergers and acquisitions advisory group Translink Corporate Finance. Through this, we have strong personal connections with more than 600 experts in over 30 countries from around the world, especially key markets in Europe, North America, Asia, and Australia.

We support each other. We trust, encourage, and develop our staff because we know that it's our people who make us what we are.

Here are just some of the ways we help our team stay happy and healthy at work...

- First-class training
  - o Combination of soft-skills and technical courses
  - o Regular 1-2-1s and close working relationship with Directors/Partners
  - o Culture of investment in our people
- Work/life balance with remote and agile working
- Comprehensive wellbeing programme
- We encourage giving back by fundraising for charity and offering paid days out to volunteer
- We have an open-door policy that extends to every part of our day-to-day
- Relaxed dress code to match your diary
- Strong team culture with regular social events
- Translink network provides opportunity for overseas travel

Our mission is to be the firm of choice within our target markets, recognised not only for providing the highest quality advice to our clients but also for employing and developing the best people.

As a Firm, we care about giving back to our staff but also to the wider community. We recognise that our staff all have personal reasons for supporting their favourite charities. This has allowed BHP to support those charities which our staff care passionately about, and this has proved successful.

On-market remuneration packages, including bonus and pension contributions.

### What your role at BHP Corporate Finance will look like...

#### You will be...

#### **Supporting the delivery of the day to day running of corporate finance transactions and projects by:**

- Overseeing the production of financial analysis and forecast models in Excel,
- Drafting project-related reports and documentation (e.g sales/investment/funding memoranda, Heads of Terms etc.), including forming views on key transaction/project related issues,
- Liaising closely with a range of individuals - to include the partners and senior members of the CF team, other departments within the firm (e.g. the tax and SPA advisory teams), our client and other key stakeholders to a transaction (e.g. funders, potential buyers, our Translink colleagues in overseas territories). This includes attending meetings, dealing with correspondence in writing and verbally liaising with people at all levels internally and externally,

- Taking a lead role in preparation of pitch documents, supporting analysis and attending meetings,
- Supervising and delegating to more junior staff and reviewing their work, particularly in relation to research projects and detailed financial analysis,
- Drafting other project related information such as engagement letters, scopes of work and information request lists,
- Supporting the partners and senior staff in providing clients with strategy advice.

**Supporting the partner group and senior team in the day to day running of the Corporate Finance department. This includes (but is not restricted to):**

- External targeting, BD, deal origination and networking,
- Contributing to the wider CF team through participating in team initiatives, team meetings etc.,
- Developing project-related processes and ideas for improvement,
- Managing, training, coaching, and developing more junior members,
- Department admin,
- Wider firm initiatives to the extent relevant.

**Why you're the one for BHP Corporate Finance...**

**You will meet the following criteria:**

- ACA, ACCA or CF qualified,
- Some demonstrable experience of corporate finance/M&A and/or possibly due diligence is important.
- Experience in colleague supervision and coaching, including the ability to plan workflows,
- Excellent analytical skills and ability to understand complex information quickly,
- Evidence of wider commercial awareness and understanding,
- Excellent IT skills, including experience of using the Microsoft suite of products - particularly competent in Excel,
- Strong communicator and soft skills, able to engage meaningfully with clients and colleagues at all levels,
- Strong emerging leadership skills,
- Ambition and determination to contribute more broadly, including business development,
- Self-starter who is pro-active and can manage their own time and multiple projects to meet deadlines.

BHP Corporate Finance is the specialist corporate finance team within BHP LLP, a leading independent firm of chartered accountants with over 400 professional and motivated individuals across 5 offices.