

JOB DESCRIPTION

Position Title: Analyst
Reports to: Managing Director, Private Equity and Mergers and Acquisitions
Location: London

Summary of Position:

To provide administrative and analytical support to the Private Equity, Mergers and Acquisitions team.

Key Responsibilities & Accountabilities:

- Administration of new proposals including engagement documentation, compliance checks and adhering to BMS policies and procedures
- Grow our prospect data base through methodical research in order to identify key individuals to contact as part of our business development process
- Analysis of project documentation including due diligence reports
- Preparation of internal reports and submissions
- Reporting weekly and monthly on progress and activity accordingly
- Assisting with marketing and business development activities and initiatives
- Maintaining a database of all contacts with clients through a bespoke CRM system, ensuring all entries and next steps are up to date
- Work closely with the team and provide support to help close deals
- Keep the team up to date with relevant M&A news and updates in the market
- Adhere to company and regulatory policies, procedures together with mandatory training requirements.
- Adhere to financial reporting requirements including monthly phasing of income.

Functional & Behavioural Competencies required:

- Strong organisational skills characterised by diligence, efficiency, flexibility and reliability
- Ability to multi-task and independently manage certain projects and initiatives
- Excellent analytic, research and communication skills
- Effective interpersonal skills and ability to work as part of a fast-paced team
- Knowledge of M&A and Private Equity funds would be advantageous

- Knowledge of a second language would be advantageous
- Competent using Microsoft Office (Word, Excel, Outlook and PowerPoint)
- Education – University Graduate (legal, financial, business degree advantageous but not essential)
- Personally demonstrate the five BMS values and ensure that team members are aligned with these:
 - Accountable
 - Entrepreneurial
 - Collaborative
 - Empowering
 - Disciplined