



Job Title: Consultant
Reporting To: Project Lead
Office Base: London or Manchester

Role Objective

Work as a consultant within the team contributing to the identification, award and delivery of client engagement activities to a high standard of quality in accordance with the relevant engagement letter and Swan Partners operating standards.

Remuneration

- Competitive salary.
- Post probation, participation in Swan's bi-annual discretionary cash bonus scheme, subject to business and personal performance.
- Comprehensive benefits package

About us

Swan Partners is a rapidly growing finance consultancy based in central London and Manchester, providing hands on finance and commercial expertise and support to finance directors and senior teams to assist them through demanding and often unusual periods of change.

Typically, we work with clients during transactions (mergers, acquisitions, disposals, refinancing), also with operational improvement activities (cash flow modelling, forecasting, reporting and KPIs, finance function review and improvement) and to deliver commercial initiatives (costing, procurement, contracting and negotiations).

Our team has worked on over 750 projects for a range of PE backed, midcap and listed corporates, as well as the NHS, other government bodies and charities.

Consultant

Key Responsibilities

Delivery:

- Provide delivery of client assignments as directed by the project lead, typically working on 1-2 projects at a time
- Delivery of agreed outputs to agreed work plans on client assignments
- Identify and manage any issues or problems arising and escalate internally appropriately
- Present work clearly for review by project lead and or client as required
- Undertake self-review of own work
- Contribute to final client deliverables
- Maintain project documentation on shared drive and other company platforms as required
- Provide guidance to less experienced consultants
- Proactive communication to project members
- Liaise with client counterpart as defined in project set-up
- Work in a flexible manner servicing the needs of the client as best as practicably possible.

Business Development:

- Develop and maintain effective relationship with clients to drive continuous business and referrals
- Obtain a good understanding of clients' business issues and contribute to the identification of additional work
- Effectively describe Swan Partner's activities and positioning
- Support business development through analysis and lead generation
- Assist in the research of client businesses, new opportunities, and preparation of proposals
- Assist in the development of additional products and services for Swan Partners

Organisational:

- Participate in internal meetings and activities as required including team meetings and events
- Maintain up to date technical skills and qualifications, undertake relevant training as required
- Ensure accurate and timely compliance with administrative requirements
- Support internal activities as required
- Operate as an effective team member within a relatively flat structure



Person Specification – Consultant

Area	Requirement	Essential/ Desirable
Qualifications and Skills	Fully qualified accountant (ACA / CIMA / ACCA or equivalent)	Essential
	Strong excel skills - quick and accurate manipulation of data	Essential
Experience	Minimum 1-3 years PQE	Essential
	Successful time pressured project delivery	Essential
	Transactions support experience from a recognised top tier firm	Desirable
	Consultancy and or advisory experience in a recognised top tier firm	Desirable
	Industry experience in Business Partner roles or special projects	Desirable
	Application of UK Accounting Standards	Essential
Competencies	Excellent interpersonal skills	Essential
	Effective planning and organisational skills	Essential
	Ability to work independently and within a team	Essential
	Ability to work to tight deadlines when required	Essential
	Flexible approach to work	Essential
	Ability to translate data into relevant business information	Essential
	Ability to build aspects of a driver based integrated P&L,BS,CF model that have <ul style="list-style-type: none"> • Ability to update for actuals and can be updated by the client • Information in a data cube allowing rapid analytical review • A cashflow driven through T-Account workings • Ability to run multiple scenarios in real time with Automatic bridge to base case 	Essential
	Ability to work / communicate effectively with clients across all levels within pressured environment	Essential
	Ability to communicate complex information	Essential
	Ability to rapidly gain insight into new businesses / industries, the issues and provide solutions	Essential
	Presentation skills	Desirable
	Clear and articulate report writing skills	Desirable
	Project management skills	Desirable