QMPF

April 2021

Graduate Analyst Vacancy

**CORPORATE FINANCE ANALYST**

**(ENERGY, EDUCATION and REAL ESTATE)**

**Detailed Job Description and Person Specification**

**Background**

QMPF is expanding its advisory team in Edinburgh and is looking for a highly motivated analyst to join our advisory team.

**Person Specification**

We are seeking a talented and determined individual with an ambition to develop a career in finance. You should have an eagerness to learn, and flexibility to manage a varied and changing workload across a range of sectors. We would prefer a numerate candidate with an economics, finance, maths, science, or engineering degree (Masters or 1st class Honours preferred, 2:1 minimum).

The successful candidate will be highly numerate/PC literate and have excellent writing and presentation skills. A desire to learn advanced excel skills is essential as the development of financial modelling skills will be key to the role. Self-motivation and a desire to learn will also be required as you progress through the CFA exams.

Candidates should have excellent communication, interpersonal and listening skills with the capability to explain complex information simply and clearly. As you progress in the role the ability to network and establish relationships with clients will also be important.

**Analyst job description**

The successful candidate will gain experience working across the renewable energy, education, real estate and social infrastructure sectors and will have the opportunity to develop their technical capabilities and market knowledge through a combination of internal and external training sessions with the ultimate aim of progressing to an analyst within QMPF.

*Proposals/Tenders*

* Regularly undertake searches of public sector contract tenders, accurately reviewing and identifying notices of relevance to existing or targeted business areas.
* Prepare initial draft response for tenders/proposal requests.
* Complete prequalification questionnaires (for tender submissions).

*Financial modelling*

* Adapting QMPF cost model and developing client/project specific cost models.
* Input project and client data into QMPF in-house model and optimising to meet client requirements.
* Tailor QMPF base model for specific projects.
* Create new financial models for new sector/project.
* Produce relevant, easy to use model databooks and update them.
* Complete model audit and act as primary contact.

*Bid submissions/Reports*

* Prepare analysis, supported by financial modelling, and present conclusions in written form for the client drawing on source material as required.
* In project finance, prepare initial drafts of letters of support and reports to clients.
* Prepare financial text explaining financial model and client’s financial submission for bids.
* Evaluation of tender submissions, including review of other financial advisor’s models (when acting for the public sector/procuring body). Prepare report on evaluation and sensitivities.

*Funders*

* Liaise with funders to obtain:
  + indicative support.
  + term sheets.
  + completion of model audit.
* Compile results of funding competition and evaluate most likely club funding combination (where appropriate).
* Model sensitivities on changing funding variables to identify most price sensitive aspect for negotiations with funders.
* Review financing documents to ensure term sheet is appropriately reflected and that financial model is represented accurately within legal documents.

*Financial Markets*

* Develop capability on Bloomberg system for regularly updating clients on movements in financial markets.
* Provide advice on hedging transactions for clients based on recent market trends and economic indicators.
* Providing benchmarking service when clients are undertaking derivative/hedging transactions.
* Provide input to a fortnightly market update report which is issued to clients.

*M&A*

* Prepare first draft of marketing materials (teasers, information memorandum etc)
* Manage data room, liaising with client to ensure all appropriate materials are included.
* Prepare financial model, review and challenge underlying assumptions.
* Support deal team during marketing and negotiation stages of the transaction.

*Ad hoc reviews/financial advice*

* Prepare thorough, accurate financial analysis which facilitates speedy review.
* Produce summary papers/reports for client review of findings.

*Business development/client management*

* Assist team in business development by undertaking research and preparing summary papers of client.
* Develop areas and sectors of interest and start developing level of expertise.

*Office Support*

* If required, provide support to the Business Manager in general office management tasks and related systems, eg Customer Relational Management (CRM) database and related business management system.