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# Example of Associate / Senior Advisory Job Description

Our growing company is looking for an associate / senior advisory. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for associate / senior advisory

* Managing/assisting in transaction advisory engagements, providing financial due diligence assistance to clients including companies, private equity investors and lenders
* The role will include interaction with the client and other stakeholders on a day to day basis to request and compile the necessary information for the engagement
* Delivery of varied projects and engagements with financial Advisory assignments including Transaction Services but also partly Corporate Finance, Debt Restructuring, Company Reviews)
* Assist in the delivery and review of Financial modelling, including the interrogation of complex models
* Report writing and presentation of findings and recommendations to clients
* Working alongside and developing junior colleagues
* Contributing to the development of fee generating opportunities and the continuous improvement of our own service delivery and practice
* Provide support and assistance to the senior members of the team
* Participate in client engagements and work streams related to strategy improvement and purchase-to-pay (P2P) services procurement transformation, category management, contract management processes and supplier selection
* Serve as a resource and key team member on projects and help ensure timely delivery of results

## Qualifications for associate / senior advisory

* Exposure in IPO, code on M&A and relevant regulatory requirement
* Excellent analytical, communication, interpersonal and presentation skills
* Excellent standard of integrity
* Proficiency in spoken and written English and Chinese, fluency in Putonghua is a plus
* Hands-on ETL and querying experience within SQL
* Must demonstrate good organizational skills to meet tight reporting deadlines