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# Example of Transaction Advisory Services Manager Job Description

Our company is growing rapidly and is looking to fill the role of transaction advisory services manager. 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 transaction advisory services manager

* Participate in practice and firm building activities such as training/mentoring, interviewing, program development and business development
* Periodic travel may be required to various unanticipated worksites in the US
* Project Optimize – Technology/Infrastructure Management
* Project management and oversight of the National TAS initiative to improve efficiency and quality through technology improvements and process improvements
* Assist the development of new initiatives including report writing tools, SharePoint/cloud, and data analytics tools
* Project management and coordination of technological and IT investments/upgrades including time and billing systems, resource management systems, conflict checks and transactional databases, report writing and data analytics software solutions
* Liaison with corporate IT to help monitor and communicate needs specific to the development and growth of the TAS practice
* Assist Quality and Risk Management (QRM) with operational needs including reporting, analysis, project management, systems, and other operational needs
* Operational and project management support of new product offerings such as BPA/Data Analytics, Deal Advisory Services, FRASS and Data Automation
* Help support the development, pilot and roll-out of new product offerings

## Qualifications for transaction advisory services manager

* You have a degree from a university (master's in Finance & Accounting
* Minimum of 2+ years of audit experience, preferably dealing with middle market companies
* Minimum of 2+ additional years of financial due diligence experience
* Ability to multi-task and manage multiple engagements at once
* Strong relationship building and networking abilities
* Dedication to the firm’s Core Values