



Example of Manager, Mergers & Acquisitions Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of manager, mergers & acquisitions. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for manager, mergers & acquisitions

- Work with Operating Groups to assess growth and profit drivers and trends, challenge assumptions driving projected financial performance, and develop realistic financial projections that drive the valuation models
- Recommend valuation and transaction structure
- Develop and present the business case and strategic rationale for potential transactions, inclusive of valuation and transaction structure recommendations, to Executive Leadership
- Manage the formal due diligence process for potential transactions
- Develop and maintain a compliance master comprehensive roadmap "playbook" to be applied to each merger or acquisition
- Create and maintain a central repository of relevant information from each M&A
- Ensure business continuity at closing
- Understand industry risk and apply it
- Responsible for staying current with firm policies and procedures, FINRA, MSRB, SEC and other regulatory bodies in order to understand the M&A impact on each compliance department and systems
- Work independently or with other members of Compliance and/or various members of other departments, to coordinate the drafting, creating and updating of material as required by merger developments or changes in the firm's business practices

- Orchestrate and coordinate the merger from a compliance viewpoint
- Translate meeting discussion notes into an internal action plans and internal communication
- Other duties and projects as assigned by the Compliance Director
- Process Management & Deal Execution
- Assist the Executive Director in managing transaction processes and due diligence for acquisitions and investments, which entails collaborating with relevant divisions and business units across Turner and with any 3rd party advisors
- Regularly coordinate with Turner divisions and business units regarding business initiatives