



# evolution complete business sales

SELLING YOUR BUSINESS FOR ALL IT'S WORTH

## Job Specification

**Job role:** Account Director  
**Reporting to:** Managing Director  
**Basis:** Full-Time

**Overall role objective:** to deliver a 1<sup>st</sup> class service delivery to client, in order to generate successful completions and resultant success fees

### Key responsibilities:

#### Primary -

- oversee all client project progress to ensure they run to schedule and achieve a successful outcome.
- undertake all client Business Review and “Dry Run” meetings.
- chair all prospect meeting, negotiate offers and guide project to completion.
- liase with Marketing Manager & Researcher to deliver the marketing and research collateral.
- achievement of targets; offers received, offers accepted, and success fees generated.
- facilitate Masterclass workshops.
- attend weekly team meetings in order to supply project updates to the Management team.
- provide weekly & monthly KPIs/statistics to the Managing Director.

#### Secondary –

- update CRM system with new contacts.
- attend networking events to seek out new prospects and partners.

**Key attributes:**

- highly experienced and successful commercial negotiator, with at least 3 years M&A experience.
- outstanding interpersonal/communication skills, both written and oral.
- excellent persuasion skills
- well-organised and able to work to strict deadlines.
- an eye for detail/accuracy.
- highly effective team player.
- can take initiative when required.
- competent PC skills (e.g. Word, Powerpoint, Excel and Sage)
- enthusiastic, positive and highly motivated.
- numerate and able to interpret financial records/reporting.
- facilitation of meetings.