

Job Title: Senior Associate – Corporate Finance Advisory

Location: Warsaw, Poland

Job Type: Full-Time

About the Company:

Filipowicz & Co. Intl. LLP is a premier corporate advisory firm providing strategic advice and financial consulting services to clients across industries. Our focus includes mergers and acquisitions (M&A), capital raising, restructuring, and other key business transformations. With a commitment to client success, we offer expert guidance that helps organizations achieve their strategic objectives.

Position Overview:

The Senior Associate will play a crucial supporting role to the firm's Senior Partners, assisting in the execution of advisory mandates across a wide range of corporate finance transactions. This individual will be responsible for performing detailed financial analysis, preparing presentation materials, and conducting market research to support client engagements. The Senior Associate will work closely with Senior Partners and Directors to ensure smooth project delivery and effective client communication.

Key Responsibilities:

- **Support Senior Partners:** Provide comprehensive support to Senior Partners in managing client engagements, including preparing materials for client meetings, performing research, and assisting in transaction execution.
- **Financial Analysis:** Assist in the preparation of financial models, valuations, and forecasts for corporate advisory projects, including M&A, capital raising, and restructuring efforts.
- **Presentation Preparation:** Collaborate with Senior Partners to draft presentations, pitch books, and other client-facing documents. Ensure all materials are clear, accurate, and aligned with client goals.
- **Research & Data Gathering:** Conduct detailed market, industry, and company-specific research to provide insights for client strategies and transaction opportunities. Support Senior Partners in identifying key trends and risk factors.
- **Project Coordination:** Help organize and manage the logistics of client engagements by coordinating with internal teams, external stakeholders, and clients to ensure timelines and deliverables are met.
- **Due Diligence:** Assist in the coordination and execution of due diligence processes, compiling necessary documents, reviewing financial information, and ensuring proper organization of transaction data.
- **Administrative Support:** Handle administrative tasks related to engagements, including scheduling meetings, managing documentation, tracking project progress, and maintaining client databases.
- **Client Relationship Support:** Work closely with Senior Partners to address client inquiries and provide information as requested. Assist in managing client expectations and ensuring high-quality service delivery.

Qualifications:

- Education: Bachelor's degree in finance, Economics, Business Administration, or a related field. An MBA or advanced degree is a plus but not required.
- Experience: 2-4 years of experience in corporate finance, investment banking, advisory services, or a related field, with a strong understanding of M&A, capital markets, or corporate restructuring.
- Technical Skills: Proficiency in financial modeling, valuation techniques, and the use of financial software (e.g., Excel, PowerPoint, and databases like Bloomberg or Capital IQ).
- Analytical Skills: Strong attention to detail and ability to analyze complex financial data to support decision-making.
- Communication: Excellent verbal and written communication skills, with a focus on preparing clear, concise presentations and reports for Senior Partners and clients.
- Language skills: Polish – native or high business proficiency; English – native or high business proficiency; a third language at a proficient business level is welcomed preferably Italian, Spanish and/or Greek.
- Organizational Skills: Strong ability to manage multiple tasks, organize complex projects, and meet deadlines in a fast-paced environment.
- Collaborative: Team player who thrives in a supportive role, demonstrating reliability, initiative, and a proactive approach to assisting senior team members.

Why Join Us?

- Opportunity to work closely with Senior Partners on high-impact corporate advisory projects.
- Exposure to diverse industries and complex transactions.
- Supportive team environment with opportunities for professional growth.
- Competitive compensation and benefits package.

At Filipowicz & Co., we value collaboration, professional development, and a commitment to excellence. We are an equal-opportunity employer and welcome applicants from all backgrounds to join our team.