

Acquisitions and Projects Manager

Role type: Central Support Roles

Reporting to: Head of Acquisitions and Projects

Location: Head Office (Leatherhead) & Remote Working

Closing date: TBA

Job Description

We are seeking a highly motivated and experienced individual to support a large growth programme within Achieve together. The primary function of the role is to support the Head of Acquisitions and Projects to manage the acquisitions process which includes due diligence and integration.

Main duties:

- Scoping and appraising opportunities for acquisitions.
- Assisting with operational due diligence processes.
- Assessing risks and identifying opportunities to reduce and/or mitigate risks.
- Supporting project mobilisation, including working alongside multi-disciplined teams.
- Supporting and delivering comprehensive integration plans within new acquisitions.
- Working closely with the vendors of the target companies throughout the acquisition process.
- Assisting with post acquisition business reviews.

Essential skills and experience:

- Extensive senior operational leadership experience.
- Experience of the acquisitions process, including integration.
- Excellent leadership and communication skills.
- Project management skills.
- Analytical and data analysis skills.
- An understanding of organisational risks, including legal, financial, people, quality, and property.
- Excellent computer and IT skills. Microsoft Office.

Due to the nature of the role, the successful candidate will be required to travel nationwide, including occasionally staying away from home.

If you are interested in this position, please send your CV to Sheila.Morgan@achievetogether.co.uk, highlighting key achievements in your career which indicate your suitability for this role.

All applications should be received by close of businessTBA.