

Position Opening

Senior Account Manager – London

Summary

About the Role

This position would be ideal for someone who has a minimum of 5 years experience in PR, most preferably gained in consultancy and is looking for their next career move to take on senior level responsibility. Ideally the candidate will have significant experience of corporate and financial PR with knowledge of the life sciences sector. A French language speaker would be ideal.

The role will encompass all aspects of public relations, including investor relations and as well as integrated corporate communications, promoting a range of leading-edge companies and technologies.

The position will be based in our London, UK office, and will report to the CEO. The candidate will work closely with the other Account Directors and team members as appropriate, implementing work across a number of client accounts providing senior level counsel, as well as on new business. The successful candidate can expect to be given considerable responsibility and will have access to clients up to board level, thus gaining significant experience and knowledge through mentoring and on the job training.

About Northbank

Northbank Communications is a full service consultancy dedicated to working with science-based companies; from early stage through to mature multi-nationals. The Company currently has two offices in the UK (London and Congleton) and an office in Europe (Munich) and has ambitious expansion plans. The Company is financed by its directors and an external venture backer. It has plans to further expand its financial practice in the coming months. It has been trading profitably for over 15 years. It became Northbank Communications Ltd in 2002 following the merger of Charles Consultants. The Company currently works with some 100 companies and has 34 employees.

Northbank helps build corporate value for its clients by communicating leading edge products, technologies or services to respective audiences around the world. Its services include corporate, financial and marketing communications including an in-house design team.

Further information can be found on our website at www.northbankcommunications.com

Position Detail

The Team

As senior account manager you would be providing the main interface with clients. Within the London office you will be part of an account management team of 16, headed by CEO, Sue Charles. You will support existing clients by undertaking tasks assigned to you as well as supporting new business.

Main Tasks

Work is very much driven by client assignments and is thus varied but unpredictable. With regards to client work, this might include:

- Project management of both corporate communications, financial PR/IR, and design-led projects
- Client liaison
- Research

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- Copywriting
- Media and financial institution liaison
- Conference support

In addition, you will be expected to assist Northbank in identifying and winning new business both from existing and new clients. This might include:

- Research
- Drafting proposals
- Networking

Required skills

At a technical level, the ideal candidate would have the following qualifications, skills and experience:

- Knowledge of Biotech & Pharma Industries
- Experience of regular (e.g. financial reporting), ad hoc (e.g. product announcements) and transaction-based (e.g. M&A, IPOs) financial communications
- Experience in corporate communications including websites and printed materials
- Strong communications skills
- Excellent writing skills
- Experienced in Microsoft packages
- Appropriate media, analyst and VC contacts, and knowledge of how to reach and influence these
- Understanding of financial markets, regulations for listed companies and funding stages of biotech companies
- French language skills (in addition to fluent English; other languages an advantage)
- Networking skills

At a personal level, the candidate should be ambitious as the Company is looking for staff that will grow and develop with it. The Company has a strong Vision and Values, and to fit in with this the following personal characteristics are required:

- Ability to work alone as well as part of a team
- Helpful and co-operative nature
- Task driven and results orientated
- Attention to detail
- Ability to influence others
- Good rapport and ability to build relationships
- Multi-tasking
- Good organisational skills
- Efficient time management
- Ability to cope under pressure and tight deadlines
- Positive outlook

Rewards and Prospects

The Company offers a competitive salary commensurate with experience and qualifications. All promotions are on a meritocracy basis.

Additional benefits include Permanent Health Insurance, Life Assurance, profit sharing scheme, attractive working environment and an open and flexible culture.

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Application and Selection Process

Interested candidates should apply in writing, stating why they are interested in the position, what they can bring to the Company, their current position including notice period and salary, and enclosing a CV. Applications can be by post or email to:

Peter Colley
Director
Northbank Communications Ltd
Meadowside
Mountbatten Way
Congleton
CW12 1DN

Email: vacancies@northbankcommunications.com

The Company pays for all travel expenses after the initial interview.

The Company hopes to have made a successful appointment by October 2007, however will continue the process until the right candidate is found.