

POSITION DESCRIPTION

OCTOBER 2022

Employer:	Adara Partners (Australia) Pty Limited
Location:	Sydney, Australia
Employment status:	Full-Time
Reports to:	CEO and Corporate Advisory Director
Direct reports:	None

OVERALL JOB GOAL

The Senior Associate will work closely with some of Australia's most well-known business professionals to execute landmark Australian corporate finance transactions and support business development initiatives with the shared purpose of funding the critical work of Adara Development. Your work will directly improve the lives of women and children in some of the most vulnerable communities in the world.

The Senior Associate will be working on top tier client mandates and on business development to a high standard, involving research, high-quality financial analysis and providing valued input into successfully executing client mandates in a professional manner

KEY RESPONSIBILITIES

As a key member of a boutique corporate advisory deal team, the Senior Associate will assist with various aspects of Adara businesses activities from business development to transaction support.

Reporting to the CEO and CAD, the Senior Associate will:

- work collaboratively with the all team members to provide the Panel Members with the background analysis and key deliverables required to successfully execute transactions;
- provide high quality financial and commercial analysis to underpin advisory services on corporate transactions, including interpreting accounts and financial reports;
- build financial models and run or validate external/third-party financial models to guide decision-making;
- challenge and interrogate data provided by third parties including investment banks, deal counterparts or others involved in the transaction;
- undertake project management and attend to key deliverables, including preparation of presentations of analysis or data in a high-quality manner as required for Panel Members and client meetings;
- interact when needed with Panel Members, third parties and client contacts working on transactions; and
- undertake research for business development and marketing purposes (e.g., tracking company announcements, monitoring potential opportunities, considering target company lists).

Working outside of normal business hours and weekends may be required.

COMPETENCIES AND QUALIFICATIONS

The Senior Associate:

- Should have sound knowledge of deal execution on M&A transactions, capital raisings, IPOs and/or other commercial transactions from commencement to conclusion;
- Will be a top tier, high performing financial professional with mid-level deal execution experience with at least 4 years' experience within a bulge bracket investment bank, corporate advisory or large consulting firm;
- Will have the ability to work fluidly across a variety of sectors;

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- Should have a degree and/or post-graduate qualifications in commerce, finance, or accounting. CA / CPA and CFA are highly desirable. A background in law or exposure to transaction documentation would also be beneficial;
 - Will have strong analytical skills relevant to evaluating the quantitative aspects of financial performance of companies;
 - Will have a strong understanding of corporate finance and accounting principles, including valuations, financial statement interpretation, macro-economic drivers, capital structures and M&A strategy;
 - Will be highly proficient with excel, including modelling and valuation work, with the ability to build and conduct scenario analysis and stress test and validate financial information to aid in the provision of meaningful advice;
 - Adeptness in using FactSet and/or Bloomberg is advantageous;
 - Should have strong pitch book capabilities and an ability to produce high quality information memos and other deal documentation;
 - Will be commercially, operationally, and analytically astute;
 - Should have the capacity to work with detail as well as see the big picture;
 - Will have flexibility, self-sufficiency, and initiative;
 - Will have great interpersonal skills and demonstrate exceptional communication style when engaging very senior stakeholders;
 - Will have the ability to maintain complete confidentiality with respect to all engagements and sensitive information; and
 - Will have values aligned with those of the Adara Group, including a passion for helping others and social justice.

KEY CONTACTS

- **Internal Contacts**
 - Staff of the Adara Group at all levels
 - Professional volunteers
- **Key Stakeholders**
 - Panel Members
 - Clients
 - Strategic partners, sponsors and other stakeholders

The Adara Group is a child safe organisation

THE ADARA GROUP

OUR CULTURE AND VALUES

WE, THE ADARA FAMILY, UPHOLD THESE VALUES AT ALL TIMES

COMPASSION

- Our reason to be is to provide support to vulnerable women, children and their communities living in extreme poverty
- We believe everyone has a right to health and education services no matter where they live

TEAM WORK

- We work as a team and we support each other
- We are open, honest and kind
- Failure and mistakes are OK – this is how we learn and grow
- We make Adara a happy and productive place to work

MUTUAL RESPECT

- We listen to other people's point of view
- We celebrate and promote diversity
- We abhor discrimination in any form

INTEGRITY AND EXCELLENCE

- We act with deep respect, integrity and humility
- We strive to be fair to everyone on the team
- We work to a standard of excellence

PASSION

- We work hard
- We laugh and we have fun
- We are optimistic and positive
- We don't count hours: we measure outcomes

UNCONVENTIONALITY

- We think outside the box
- We are not afraid to be different