

ASSOCIATE DIRECTOR



POSITION DESCRIPTION

MARCH 2023

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

OVERALL JOB GOAL

The Associate Director will be involved in providing support as directed, to Adara Partners and Adara Advisors (the Adara Group Businesses) and will support the CAD and EY Ambassador on all aspects of work.

The Associate Director 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

This is a rare opportunity to work in a business with some of Australia's most senior advisors.

KEY RESPONSIBILITIES

As a key part of a small deal team, the Associate Director will assist with various aspects of Adara businesses activities from business development to transaction support.

Under direction from the Corporate Advisory Director and/ or EY Ambassador the Associate Director will:

- work with the CAD to provide the Panel Members with the background analysis and key deliverables required to successfully execute transactions;
- provide high quality financial analysis to underpin advisory services on corporate transactions, including interpreting accounts and financial reports;
- build internal financial models and run or validate external/third-party financial models for the benefit of Panel Members and clients understanding of the key drivers in decision making;
- disseminate and analyse large amounts of company data and market information to produce accurate reports. The Senior Associate should also be able to challenge and interrogate data provided by third parties including investment banks, deal counterparts or others involved in the transaction, to help fulfil client's mandates;
- 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 meeting;
- under the direction of the CAD will be required to interact as needed with Panel Members, third parties and client contacts working on transactions; and
- undertake research for business development and marketing purposes (i.e. tracking company announcements, monitoring potential opportunities, considering target company lists);
- working outside of normal business hours and weekends may be required.

COMPETENCIES AND QUALIFICATIONS

- Should have sound knowledge of deal execution on M&A transactions, capital raisings, IPOs and/or other commercial transactions from commencement to conclusion;

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- 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;
 - Sector expertise is welcomed however as Adara is industry agnostic, the ability to work fluidly across a variety of sectors is key;
 - Should have a degree and/or post-graduate qualifications in commerce, finance, or accounting;
 - Law would also be beneficial or some exposure to transaction documents;
 - Will have strong analytical skills, associated with the quantitative aspects of financial performance of companies;
 - Will have a clear understanding of corporate finance principals and fundamental requirements including valuations, financial statement interpretation, macro-economic drivers, capital structures and M&A strategy concepts;
 - Will be highly proficient with excel and competent in 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;
 - Experience incorporating data providers such as FactSet and Capital IQ into workstreams is advantageous;
 - Should have strong PowerPoint 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;
 - Should have flexibility, self-sufficiency, and initiative;
 - Should 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
 - Should have values aligned with those of the Adara Group, a passion for helping others and social justice.

KEY CONTACTS

- **Internal Contacts**
 - Staff at all levels
 - Volunteers

- **Key Stakeholders**

On the direction of the CAD or CEO, the contact may occur with key stakeholders. The Senior Associate will be required to maintain a high level of respect, professionalism and confidentiality in all dealings.

- Panel members (Adara Partners)
- Clients
- 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