

INTERN ANALYST



JOB ADVERTISEMENT

OCTOBER 2022

Employer:	Adara Partners (Australia) Pty Limited
Location:	Sydney, Australia
Employment status:	Part- time (0.4 FTE)
Award	Banking, Finance and Insurance Award
Reports to:	Corporate Advisory Director and/ or EY Ambassador
Direct reports:	None

OVERALL JOB GOAL

The Intern Analyst will be involved in providing support and research to the Adara Partners corporate advisory team, and assisting with high-quality financial and commercial analysis on corporate advisory transactions and business development initiatives.

KEY RESPONSIBILITIES

As a key part of a small deal team, the Intern Analyst will assist with various aspects of Adara Partners' business activities from business development to transaction support.

The candidate will:

- provide varied support to the Adara team involving background financial and commercial analysis;
- prepare comprehensive and informative briefing notes on specific topics and industry trends of relevance to the Adara business activities
- analyse company data, industry trends and market information and produce accurate, timely and comprehensible reports;
- undertake research for business development and marketing purposes (i.e., tracking company announcements, monitoring potential opportunities and clients, considering target company lists); and
- assist with presentation materials for client meetings.

COMPETENCIES AND QUALIFICATIONS

- In your penultimate or final year of university - completing a degree in business, finance, commerce and/or similar
- Excellent written and verbal communication skills
- Excellent analytical, data and research skills.
- The ability to identify patterns and insights from data.
- Attention to detail
- Ability to build strong relationships with key stakeholders, both internal and external.
- Excellent time management and ability to prioritise competing and time-sensitive demands
- A collaborative working style
- Confident using a range of programs, including Microsoft Office suite, CRM.
- Ability to maintain complete confidentiality with respect to all engagements, clients and sensitive information
- Has values aligned with those of the Adara Group, including a passion for social justice

KEY CONTACTS

- **Internal Contacts**

- Staff at all levels
- Volunteers

- **Key Stakeholders**

Occasional contact may occur with key stakeholders. The candidate 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

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