

ASSOCIATE



POSITION DESCRIPTION

MAY 2023

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

OVERALL JOB GOAL

Rare opportunity for a junior Associate to work with some of the leaders in the Investment Banking industry in Australia.

The Associate will provide support to the corporate advisory team on top tier transaction mandates and on business development involving research, high-quality financial analysis and providing valued input into successfully executing client mandates in a professional manner.

KEY RESPONSIBILITIES

Reporting to an Associate Director and working closely with the other members of the corporate advisory team, the Associate will assist with various aspects of Adara Partners activities from business development to transaction support, including:

- provide high quality financial analysis to underpin advisory services on corporate transactions, including interpreting financial statements and other financial data;
- developing and reviewing valuation models of public and private companies to analyse potential transactions, specifically discounted cash flow analysis, comparable company analysis, leveraged buyout analysis and accretion/dilution analysis;
- analyse large amounts of company data and market information to produce research. An Associate should also be able to challenge and interrogate data provided by third parties including other investment banks, deal counterparts or others involved in a transaction;
- preparation of pitch decks, presentations, and board materials;
- review key transaction documentation;
- under the direction of the senior members of the team, you will be required to interact as needed with Panel Members, third parties and client contacts working on transactions;
- undertake research for business development and marketing purposes (i.e., tracking company announcements, monitoring potential opportunities, considering target company lists); and
- working outside of normal business hours and weekends may be required.

COMPETENCIES AND QUALIFICATIONS

- High performing corporate advisory professional with 2 to 4 years of experience within a bulge bracket investment bank, corporate advisory firm, large consulting firm, or corporate M&A team at a top-tier law firm;
- Should have a degree in commerce, finance, or accounting;
- Sound knowledge of deal execution on M&A transactions, capital raisings, IPOs and/or other commercial transactions from commencement to conclusion;
- Strong analytical skills, associated with the quantitative aspects of financial performance of companies;

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- 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;
 - High proficiency 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 is preferred;
 - 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;
 - Great interpersonal skills and demonstrate exceptional communication style when engaging very senior stakeholders;
 - Will be commercially, operationally, and analytically astute;
 - Should have flexibility, self-sufficiency, and initiative;
 - 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
 - EY Ambassador

- **Key Stakeholders**

On the direction of senior team members, contact may occur with key stakeholders. An Associate will be required to maintain a high level of respect, professionalism and confidentiality in all dealings, including with:

- 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