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

Overall Job Goal

The candidate will be involved in providing support and research as directed, and assistance with high-quality financial analysis to Adara Partner.

key responsibilities

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

Under direction the candidate will:

* Provide support as directed on transactional/advisory work;
* 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; work with the Adara team members to provide background analysis required to successfully execute transactions and business development initiatives;
* undertake research for business development and marketing purposes (i.e., tracking company announcements, monitoring potential opportunities and clients, considering target company lists); and
* within allotted timelines, the candidate will assist with presentation materials for client meetings.

COmpetencies AND QUALIFICATIONs

* Have or working towards a degree in business, finance, commerce, laws or a combination of these.
* 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
* **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 stakeholder