



POSITION DESCRIPTION

POSITION TITLE	Associate	LOCATION	Brisbane
FUNCTION	Investment Team	REPORTS TO	Director
PURPOSE AND SCOPE			
<p>The Associate will work within CEFC’s Investment team and perform detailed financial and quantitative modelling and analysis of and related to CEFC’s proposed projects and investment portfolio. This person will be an important part of the financial and carbon reduction modelling capacity across all CEFC’s programs, and will play an integral role in supporting the business’ large and complex investment opportunities.</p> <p>The position involves high level financial modelling skills in Excel for both new and existing projects, using new and existing models. It is a challenging quantitative role and will suit someone genuinely passionate about working with Microsoft Excel and further developing their modelling and financial analysis skills.</p> <p>It will also include involvement in CEFC initial screening and approval processes for prospective investments and will include preparing investment proposals including credit assessments, writing investment papers, preparing and managing internal process, client engagement and reporting on origination and investment pipelines.</p>			
DUTIES AND RESPONSIBILITIES			
<p>The Associate will work within the Investment team to quantify and evaluate the risks and benefits of the CEFC’s renewable energy, energy efficiency and greenhouse gas abatement finance and project investments.</p> <p>The Associate will model the expected cash flows, energy savings and greenhouse gas abatement of investment proposals received in line with CEFC’s established methodologies.</p> <p>Duties and responsibilities include:</p> <ul style="list-style-type: none"> • Project based energy saving and carbon reduction modelling and evaluation in line with CEFC’s established methodology • Working with external partners in modelling proposed financial solutions to investment projects and providing modelling in relation to projects and finance offerings of existing CEFC partners (e.g. for amortisation calculations and streamlined data collection processes), including critiquing their existing models • Modelling cash flow estimates and tailored amortisation schedules for energy efficiency projects • Supporting the CEFC’s Investment team with their modelling needs, including performing sensitivity analysis and financial analysis for credit assessments; • Developing an understanding of proposal development processes, and guidelines to produce quality deliverables • Contributing to preparation of investment papers and analysis for senior executives and for presentation to CEFC board, Government stakeholders and for CEFC reporting obligations • Maintaining and updating existing financial models used by the Investment team, and creating new financial analysis models • Assistance with investment origination and management, including client origination and marketing, establishment of CEFC programs’ processes and procedures, preparation of written analysis reporting and investment documentation, and review of due diligence • Conduct financial analysis and valuations, identifying relevant drivers of business or financial issues • Prepare presentations and project documents including undertaking industry research and collating existing internal data 			

KEY SKILLS, KNOWLEDGE AND EXPERIENCE

- Minimum 2 years' experience in the finance industry working with financial models
- Excellent Excel modelling skills – technical knowledge of functions, experience building and reviewing models, experience running sensitivity analysis and knowledge of good model design principles
- Passionate about financial modelling, and able to apply methodologies to complex situations; with experience in constructing quality financial models for complex businesses and financial structures
- Proven quantitative and analytical skills
- Good commercial acumen and insight
- Good working knowledge of accounting and financing concepts (including debt and equity)
- Ability to work autonomously and within a team environment
- Excellent verbal and written communication skills
- Well-developed interpersonal skills
- An interest in energy efficiency concepts, clean energy technology, energy markets and/or innovative finance solutions would be advantageous but not essential
- A knowledge of Visual Basic for Applications would be advantageous but not essential

QUALIFICATIONS

- Relevant tertiary qualifications in finance, commerce, mathematics, actuarial studies or a related quantitative discipline
- CFA (completed or currently underway) would be highly desirable