

POSITION DESCRIPTION

POSITION TITLE:	Associate - Portfolio Management	LOCATION:	Brisbane
FUNCTION:	Portfolio Management	REPORTS TO:	Associate Director - Portfolio Management
PURPOSE AND SCOPE			
<p>The Clean Energy Finance Corporation (CEFC) invests using a commercial approach to overcome market barriers and mobilise investment in renewable energy, energy efficiency and low emissions technologies.</p> <p>To date the CEFC has contracted investments of more than \$6 billion in projects with a total value of over \$19 billion. The CEFC invests for a positive return.</p> <p>The CEFC invests across a number of key sectors and products:</p> <ul style="list-style-type: none"> Target sectors include renewable energy, infrastructure, property, bioenergy, agriculture, manufacturing and bank aggregation partnerships to lend to SMEs and the agriculture sector; Products include corporate and project finance loans, bonds (including green bonds), equity and fund investments. <p>The Associate - Portfolio Management will work as a part of the Portfolio Management team taking a commercial approach to managing and reporting on CEFC's portfolio of investments.</p> <ul style="list-style-type: none"> The role involves: Working closely with the Investment team in advance of transactions reaching contractual close and post investment, such that management responsibility is undertaken by the Portfolio Management team; Asset management; Investment monitoring and performance reporting (including as to financial and clean energy impact related obligations); Preparation of asset management plans, investment updates, reports and recommendations to the Asset Management Committee and ultimately, the CEFC Board. 			
KEY RELATIONSHIPS			
Internal: Investment, Legal, Finance, Research and Marketing & Communications teams; CEFC Executive			
External: Debt facility agents, co-lenders, co-investors (equity), borrowers and sponsors			
DUTIES AND RESPONSIBILITIES			
<p>The role is responsible for ensuring Portfolio Management meets its ongoing asset management, monitoring and reporting requirements for specific investments across CEFC's debt, equity and fund investments. It includes:</p> <ul style="list-style-type: none"> Asset management for specific investments, including assisting in the development of asset management plans and working with relevant parties (internal and external) on initiatives to drive performance, deliver ESD initiatives and enhance/protect CEFC's investment. Manage the ongoing satisfaction of borrower/investee obligations, assessing and monitoring financial and asset performance for individual transactions (having regard to industry/sector developments and market conditions) and raising non-compliance with senior management. In addition, such assessment will contribute to assessing the CEFC's portfolio performance. Work closely and collaboratively with the Investment team to: <ul style="list-style-type: none"> Provide input into potential investments, drawing on experience from the existing portfolio; Pro-actively manage the handover of transactions; 			

- Address material issues that may arise, undertake key asset management initiatives and ensure deliverables are achieved;
- Share feedback on existing investments and industry developments.
- Liaise with the Investment, Finance, Legal, Credit and Analytics teams regarding asset related, reputational, financial, performance and legal issues and scenario stress testing to proactively assess risks, exposures and opportunities, address/mitigate adverse implications for CEFC's individual investments and across the portfolio.
- Undertake investment analysis to support detailed reviews and reporting to the CEFC Executive and Board, with a particular focus on asset performance, valuation, risk and return for each investment. Involvement in undertaking valuations for specific investments.
- Manage regular and ad-hoc counterparty requests for contractual consents and waivers and obtain the requisite internal approvals within relevant deadlines.
- Contribute to the development of Portfolio Management's internal controls and processes to adopt industry best practice in internal monitoring and reporting of investments.

SKILLS

Finance and Investment Skills

- An understanding of bank loan or fixed income transactions, ideally with a background in project finance, structured finance, capital markets, funds management, asset management or credit risk management and preferably, experience in the energy, infrastructure and/or property sectors.
- A commercially orientated person able to identify and quantify project, asset and credit risks and be able to undertake milestone management for complex investments.
- An ability to effectively and succinctly communicate complex commercial issues, transaction details and financial and risk analysis to senior management.
- Ability to propose practical solutions based on sound analytical thinking.
- Demonstrable experience undertaking financial analysis, including financial modelling and assessing financial statements/forecasts having regard to project cashflows, valuation, project milestones, financial covenants, drawdowns and capital structure.
- Experience in following/ key legal documents, typically loan agreements, would be an advantage. This role will require developing an understanding of key agreements to monitor compliance with obligations and protect CEFC's rights, with support/direction from CEFC's Legal team.
- A significant level of proficiency in Microsoft Excel is expected whilst a high level of proficiency in data management and analytical software would be desirable.

Personal Skills

- You will possess a high degree of attention to detail and time management skills and demonstrate a well organised approach to working on a variety of tasks.
- Proven track record of using strong interpersonal skills and ethical standards to build and maintain internal and external stakeholder relationships. Strong communication skills (oral and written).
- The ability to work collaboratively within the Portfolio Management team and value and contribute to diverse ideas and solutions.

QUALIFICATIONS / EXPERIENCE

- Relevant tertiary qualification in business/finance, commerce, economics or law.
- Minimum 2-3 years' relevant experience in banking, asset/investment management or a corporate environment (development or finance)