



Position description

Position title	Associate – Portfolio Management	Location	Sydney
Function	Asset Management	Reports to	Associate Director – Portfolio Management

Purpose and scope

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.

To date the CEFC has contracted investments of over \$6 billion in projects with a total value of over \$19 billion. The CEFC invests for a positive return.

The Associate - Portfolio Management will work as a part of the Portfolio Management team taking a commercial approach to managing and reporting on the contracted portfolio of investments post financial close.

The role involves managing handover of transactions from the Investment team ahead of financial close being achieved, ongoing investment monitoring (including the management of financial and sustainability obligations and borrower consents and waiver requests) and performance reporting of investments.

The role will contribute to the preparation of the internal quarterly investment reviews report presented to CEFC management and the board.

Key relationships

Internal	Investment Team; Legal Team; Finance Team; Marketing Team; Sustainability Team; CEFC Executive
External	Facility Agents, External Lawyers, Banks and Borrowers

Duties and responsibilities

The role is responsible for ensuring Portfolio Management meets its ongoing monitoring and reporting requirements for specific investments including:

- Managing the ongoing satisfaction of borrower obligations, monitoring and reviewing financial, project and performance targets for individual transactions in order to assess the performance of a part of the Invested Portfolio against its contractual obligations and raising non-compliance with senior management.
- Perform investment analysis of individual transactions performance in order to prepare detailed reviews contributing towards the Internal Quarterly Investment Review reporting to the executive and board, with particular focus on the credit risk rating and expected return for each investment.
- Ability to manage regular and ad-hoc borrower requests for contractual consents and waivers to obtain the required internal approvals via appropriate use of delegated authority or internal consent requests to meet borrower deadlines.
- Liaise with Finance, Legal and Analytics teams on payment, drawdown profile, legal and scenario stress testing to maintain a high degree of control over transactions on an ongoing basis.
- Work with the Sustainability and Investment Teams and borrowers to drive knowledge sharing and influencing outcomes. Monitor and manage Sustainability related obligations and reporting.

- Manage handover of investment transactions from the Investment team ahead of financial close to Portfolio Management to ensure a high degree of knowledge transfer exists at the point of handover. Work closely with the Investment team on the strategic direction for each transaction and complete and present Asset Management Plans to the Asset Management Committee in conjunction with the Investment Team.
- Contribute to the development of Portfolio Management's internal controls and processes to adopt industry best practice in internal monitoring and reporting of investments.
- Undertake investment and/or portfolio 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.

Key skills, knowledge, experience, and qualifications

- An understanding of bank loan and fixed income transactions, ideally with a background in asset management, project finance, or credit risk management.
- Experience managing property, solar or wind transaction, particularly during the construction phase and experience in sustainable finance would be an advantage.
- High attention to detail, very organised with effective time management skills.
- A commercially orientated person able to identify and quantify construction risk, credit risks and able to undertake milestones management for complex investments.
- An ability to effectively and succinctly communicate complex transaction details and undertake financial and risk analysis reporting to senior management.
- Ability to propose practical solutions based on sound analytical thinking.
- Demonstrable experience analysing financial statements and interpreting and using financial models relative to project milestones, financial covenants, drawdowns and capital structure.
- Proven track record of building and maintaining existing internal and external stakeholder relationships.
- Has the ability to work effectively across multiple internal business areas to manage the invested transactions.
- Experience working with legal documents, typically loan agreements and/or equity investment documentation would be an advantage.

Qualifications/experience:

- Relevant tertiary qualification in Business/Finance, Commercial or Legal.
- Minimum 3 years' relevant experience within banking or corporate finance.