

# POSITION STATEMENT

<b>Title:</b>	Investment Manager, Direct Investments	<b>Position no:</b>	3013
<b>Level:</b>	IBA Level 6 (\$117,400 - \$130,337)	<b>Last updated:</b>	October 2022
<b>Location:</b>	Melbourne, Brisbane, and Perth	<b>Term:</b>	Ongoing
<b>Program:</b>	Investment & Asset Management		
<b>Section:</b>	Direct Investments		

## Context:

Indigenous Business Australia, partners and invests with Aboriginal and Torres Strait Islander people who want to own their future. We go further than provide money; we invest in people, places and ideas that are ready. We help make them real. We're deeply invested in the financial success and economic independence of Indigenous Australians. It's why we exist.

We provide a range of services for Indigenous Australians to create wealth and accumulate assets, take up investment opportunities, create business enterprises that provide additional employment opportunities, and to purchase homes. We achieve these outcomes by applying a commercial focus, and by building mutually respectful and productive partnerships with Indigenous Australians, government, non-government and private sector organisations.

Our staff are invested, informed, responsive, respected and connected.

## Investment & Asset Management:

IBA's Investments aims to create economic independence for Aboriginal and Torres Strait Islander peoples by using its capital base, skills and expertise, to build and manage a substantial portfolio of investments and generate economic impact for Indigenous Australians via financial returns, commercial capability development, employment, training and supply chain outcomes.

IBA has a long history of over 20 years of successful investment alongside Indigenous organisations. The portfolio comprises over \$480 million in investments across Australia in a variety of sectors, including tourism, property, funds management, energy, primary industries, industrial and retail businesses.

## Role:

The Investment Managers are responsible for the full investment cycle. From deal sourcing; engaging with Indigenous, professional and capability partners; deal evaluation; due diligence; financial modelling; deal structuring; managing investment committee and board approvals; investment execution; investment management to ultimately investment realisation.

**Duties:**

Key duties for the Investment Manager include:

- Assisting in the development of portfolio strategy
- Undertaking market and terrain analysis
- Assisting in the sourcing and identification of potential investment opportunities
- Undertaking initial investment evaluations based on the IBA's criteria
- Performing or managing detailed due diligence
- Building best practice financial models
- Thorough, accurate and timely financial analysis
- Formulation and execution of investment strategy – including exit, turnaround / restructuring and growth strategies
- Estimation of the “impacts” of potential investments (equity returns, employment and procurement)
- Preparation and presentation of high-quality papers to the investment committee / board
- Overseeing the preparation of legal documentation
- Reviewing legal documentation
- Deal structuring and execution
- Overseeing the integration of new investments into the portfolio
- Ongoing management of allocated investments including:
  - Monitoring, managing and reporting their performance
  - Monitoring governance – includes liaising with IBA appointed non-executive directors, investee senior management and our indigenous partners
  - Reviewing investee budgets
  - Responding to information requests
  - Valuation / impairment testing
  - Risk management
  - Managing divestments and dividend distributions
- Managing and mentoring junior staff
- Assist in driving continuous improvement
- In conjunction with other IBA Investments product specialists, create and utilise networks of Indigenous, business and professional partners to source potential investment opportunities that further the objectives of IBA
- Other duties as directed from time to time

Interstate travel and travel to remote locations under diverse and possibly difficult conditions will be required as part of this role.

## Required capabilities

### Knowledge and experience:

- Corporate Finance / transaction experience including at least two years at manager level in corporate finance, private equity, commercial transaction execution or a related field.
- Tertiary qualifications in economics, commerce, business, accounting, actuarial studies, and/or law is essential.
- Completed or close to completing relevant professional qualifications such as CPA/CA, CFA, (E) MBA, MAppFin or MCom with a valuation major highly regarded. Qualifications or experience in business or land valuation and economics also well regarded.
- Financial analysis, valuation and building best practice financial models.
- Adequate knowledge of accounting, corporate and contract law and investments / mergers and acquisitions.
- Awareness of the economic development aspirations of, and commitment to working ethically with and in the interests of Aboriginal and Torres Strait Islander peoples.

### Skills and attributes:

- Strong analytical and lateral-thinking skills.
- Self-starter, results-oriented and ability to take ownership of initiatives and drive them to completion.
- Well-developed organisational, planning and prioritisation skills to meet deadlines.
- A high level of attention to detail and diligence, supported by a strong work ethic.
- Demonstrated maturity of commercial judgment and the ability to practically assess business risk.
- Excellent oral and written communication skills. Ability to write professionally, concisely and with clarity and to present to senior management with confidence.
- Ability to understand and communicate advanced business concepts and issues concisely in simple language both verbally and in writing.
- Cultural capability including a respect for diversity and ability to communicate sensitively with Aboriginal and Torres Strait Islanders.
- Excellent interpersonal skills with a proven ability to develop relationships at all levels and provide high quality customer service.

### Reference documentation: [www.iba.gov.au](http://www.iba.gov.au)

- IBA Annual Report
- IBA Enterprise Agreement 2019 – 2023
- IBA Code of Conduct, Values and BehaviourFramework

### Further enquiries:

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**Applications:**

Name: Ashton Bilbie

Profusion Group

E-mail: Ashton.Bilbie@profusiongroup.com

- Application Coversheet
- Resume
- Maximum 800 words to address the Required Capabilities

Please note that applications not accompanied by the Application Coversheet available will not be accepted.

**Closing date:** 16 January 2023