

POSITION STATEMENT

Title:	Associate Investment Manager, Direct Investments	Position no:	3017
Level:	IBA Level 5 (\$93,392 - \$103,544)	Last updated:	November 2022
Location:	Brisbane	Term:	Ongoing
Program:	Investment & Asset Management		
Section:	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 Associate Investment Managers are responsible for assisting with 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 Associate Investment Manager include:

- Providing research and support for 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
- Undertaking or managing detailed due diligence
- Building best practice financial models
- Thorough, accurate and timely financial analysis
- Assisting in the 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)
- Assisting in the preparation and presentation of high-quality papers to the investment committee / board
- Assisting with the preparation and review of legal documentation
- Assisting with deal structuring and execution
- Assisting with the integration of new investments into the portfolio
- Assisting in the management of allocated investments including:
 - Monitoring and reporting their performance
 - Monitoring governance – may include 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
 - Assisting with divestments and dividend distributions
- Portfolio wide reporting and analysis
- 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 / Accounting / Law background preferably with some transaction experience .
- Tertiary qualifications in economics, commerce, business, accounting, actuarial studies, and/or law.
- Completed or close to completing relevant professional qualifications such as CPA/CA, CFA, (E) MBA, MAppFin or MCom. Qualifications orexperience 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.
- 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 liaise with senior management with confidence.
- Ability to understand and communicate 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

- 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
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- Application Coversheet
- Resume
- Maximum 800 words to address the Selection Criteria

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

Closing date: 16 January 2023