

# POSITION STATEMENT

<b>Title:</b>	Transaction Manager, Cashflow Finance and Leasing	<b>Position no:</b>	5163
<b>Level:</b>	IBA Level 5 (\$93,392 - \$103,544)	<b>Last updated:</b>	December 2022
<b>Location:</b>	Sydney	<b>Term:</b>	Ongoing
<b>Program:</b>	Business Solutions		
<b>Section:</b>	Cash Flow Finance		
<b>Context:</b>	<p>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.</p> <p>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.</p> <p>Our staff are invested, informed, responsive, respectful and connected.</p> <p>Through the Cashflow Finance Program, administered by the Business Solutions Branch, IBA helps Aboriginal and Torres Strait Islander peoples to enhance their cashflow to grow commercially viable businesses with invoice finance, performance bonds and asset leasing.</p> <p>The CashFlow Finance team support Indigenous businesses to develop their capabilities and take full advantage of their business opportunities.</p>		
<b>Role:</b>	<p>The Transaction Manager Cashflow Finance and Leasing reports to the Operations Manager Lending Solutions and plays a key role in assessing and establishing Invoice Finance, Performance Bond, Producer Offset loan applications with a focus on providing a high level of customer service, and the continued implementation of operational efficiency in line with the appropriate risk controls.</p> <p>Key success factors for this role include:</p> <ul style="list-style-type: none"><li>• Engage with customers to compile the necessary knowledge of the business to undertake full risk analysis of the application.</li><li>• Complete approval memorandums, including risk analysis and summaries of facility requests, and submit with appropriate recommendations to approving authorities for approval.</li><li>• Have sound understanding of market, contractual and industry risks that our customers are exposed to.</li><li>• Have sound understanding of Invoice Finance and surety products market.</li><li>• Have sound understanding of legal and security requirements.</li></ul>		

**Duties:**

- Analyse customer credit history, management capability, financial statements and cashflow forecasts, historical project and contract management.
- Assess asset risk, concentration risk and contract risk in a proposal and determine the most appropriate lending structure to meet the customer's needs and mitigate key risks.
- Communicate effectively and build relationships with customers, colleagues and stakeholders to educate and support them, and to source sufficient information to enable informed credit assessments to be conducted.
- Provide Invoice Finance operational support/service to customers.
- Provide customer service and develop relationships with internal/external customers.
- Conduct Invoice Finance Field Exams.
- Train, counsel, advise, and communicate risk appetite and procedures to team members including Account Management.
- Participate in major department projects and take an active role in cross-functional teams to assist in driving quality improvements, processes, and initiatives.
- Other duties as required.

**Required capabilities**

These are essential unless otherwise indicated.

**Essential**

- Display Aboriginal and Torres Strait Islander cultural capability including having:
  - awareness and understanding of Aboriginal and Torres Strait Islander societies and culture as well as the demonstrated ability to liaise, communicate and negotiate sensitively and effectively with Indigenous individuals and communities.
  - awareness and understanding of Australian Indigenous issues particularly as they relate to small business.
- Experience and knowledge of invoice discounting and performance bonds/surety guarantees.
- Knowledge of AML/CTF, PPSA, Privacy and Fair-Trading Legislation and requirements.
- Experience in documenting commercial finance facilities.
- Experience in analysing invoice finance ledger and financial trends to detect emerging risks, including fraud.
- Problem solving skills and ability to negotiate constructive solutions with customers to enable them to successfully operate the facility.
- Ensuring that all work performed is timely, accurate and of high standard, and meets customer expectations as well as legislative and regulatory requirements.
- Commitment to high quality customer service and demonstrated ability to build beneficial working relationships with colleagues, stakeholders and customers.

**Prerequisite requirements**

- Good verbal and written communication skills to engage with customers and assist them with their facility.
- Strong understanding of accounting and financial principle.
- Previous invoice discounting and/or performance bond experience required.
- Knowledge of factoring systems, preferably C3.
- Proficiency in Microsoft suite of products.

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

- About Us – Our Values
- About Us – Working at IBA
- About Us – News and Publications – Annual Reports

Further enquiries: Robert Tomasella on (02) 9207 6351 or email: [rob.tomasella@iba.gov.au](mailto:rob.tomasella@iba.gov.au)

Applications: email to [ibarecruitment@iba.gov.au](mailto:ibarecruitment@iba.gov.au) or  
mail to: IBA Recruitment, PO Box 650, Fyshwick ACT 2609

- Application Coversheet
- Resume
- Maximum 800 words addressing the required capabilities

Please note that applications not accompanied by the Application Coversheet available from our website or sent directly to the enquiry officer will not be accepted.

Closing date: 26 March 2023