

POSITION DESCRIPTION



Senior Commercial Analyst

Location: Melbourne or Robina, QLD

Reports to: Treasurer

Supervises: Nil

Primary Purpose:	The Senior Commercial Analyst will assist the Treasurer in managing the funding activities of the CHL Group of Companies (the Group). This includes supporting the administration and oversight of funding contracts, coordinating transaction activities related to the Group's debt facilities, government funding arrangements, build and maintain financial models to support project evaluation and investment decisions, as well as maintaining accurate records and systems to meet reporting obligations to funders and internal stakeholders.
Context:	This is an important role contributing to CHL's vision of a world without housing poverty and is a role model for CHL's values, vision and goals. Staff working at this level are expected to manage work practices for the health and wellbeing of staff and promote and adopt a balanced and positive approach to work.
Work Health & Safety	Ensure all tasks and activities associated to the role's operations comply with WHS legislation, relevant State jurisdiction and CHL health and safety policies, procedures and directions
Responsibilities:	<p>The Senior Commercial Analyst will:</p> <ol style="list-style-type: none"> 1. Support execution of new debt/funding arrangements including management of condition precedent requirements, project bank account establishment and other administrative tasks required. 2. Manage the debt/capital funding drawdown process including proactively working across the organisation to understand upcoming funding requirements. 3. Prepare and coordinate financial reporting obligations required under debt and funding agreements, including the testing of financial covenants, in collaboration with the Treasurer. 4. Develop and maintain robust, evidence-based financial models and scenario analyses to support project origination, contribute to business case development, and inform investment recommendations, including periodic model updates as required. 5. Administer surplus liquid fund investment. 6. Identify and undertake process and system improvements. 7. Support the team with additional tasks as required.
Technical Skills, Experience & Qualifications:	<ol style="list-style-type: none"> 1. A tertiary qualification in Finance, Accounting, Banking, or related field. 2. Previous experience in treasury operations and debt management, ideally within the banking or construction sectors. 3. Excel skills - intermediate to advanced. 4. Self-motivated and driven to succeed and meet timelines. 5. Passionate about delivering accurate and quality work. 6. Excellent Communication. 7. A strong interest in the social housing sector with a desire to learn and influence for change. 8. Commitment to our organisation's mission, vision, and values, with a passion for social impact. 9. Satisfactory Police Check.

Key Capabilities:	<p>Client Focus- Demonstrates detailed knowledge of client issues and ensures service delivery responds to client needs.</p> <p>Teamwork- Builds co-operation and overcomes barriers to information sharing, communication and collaboration.</p>
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POSITION DESCRIPTION



COMMUNITY HOUSING LTD
GROUP OF COMPANIES

	<p>Project Management – Responsible for project management and delivery to meet time, budget and quality outcomes.</p> <p>Innovation & Creativity- Demonstrates initiative and enterprise and supports others to work more effectively.</p> <p>Gathers information- Draws on information from multiple sources to inform work practices.</p> <p>Business & Political Acumen– Understands CHL’s business cycle and the execution of strategic goals. Keeps up to date with legal, regulatory, market and technological developments.</p> <p>Communication– Confidently communicates with a range of audiences ensuring messages are concise, articulate and impactful using the most appropriate methods of communication.</p> <p>Integrity – Understands and models CHL’s social, ethical and organisational standards and responsibilities in all interactions.</p> <p>Financial Management – Effectively manages relevant financial processes and reporting. Assists with budget reviews and works to established budgets. Is aware of and understands financial delegation principles and processes.</p> <p>Engages with risk - Understands identified risks and operates within approved processes and policies, seeking advice when required. Ensures risks are reported on and corrective actions identified.</p> <p>Autonomy- Manages time and uses tools effectively to assist with planning and organising, referring to supervisors as required.</p>
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