

INTERN ANALYST, CORPORATE ADVISORY



POSITION DESCRIPTION

OCTOBER 2024

Employer:	Adara Advisors Pty Limited
Location:	Sydney, Australia
Employment status:	Part- time (0.4 FTE)
Award	Banking, Finance and Insurance Award
Reports to:	Corporate Advisory Director
Direct reports:	None

OVERALL JOB GOAL

The candidate will provide wide-ranging support to Adara Partners' engagement teams on corporate advisory mandates and business development.

KEY RESPONSIBILITIES

As a member of small deal teams, the candidate will assist with various aspects of Adara Partners' business activities from business development to transaction support.

Under direction the candidate will:

- Provide support as directed on transactional/advisory work;
- Prepare comprehensive and informative briefing notes on specific topics and industry trends;
- Analyse company data, industry trends and market information and produce accurate, timely and comprehensible reports;
- Work with the Adara team members to provide background financial and/or commercial analysis required to successfully execute transactions and business development initiatives;
- Assist with presentation materials for client meetings; and
- Undertake research for business development and marketing purposes.

COMPETENCIES AND QUALIFICATIONS

- Penultimate or final year of university - completing a degree in business, finance, commerce, law or a combination of these.
- Proactive, and thrive in a small, entrepreneurial and dynamic team environment.
- Excellent written and verbal communication skills.
- Excellent analytical, data and research skills.
- The ability to identify patterns and insights from data.
- Strong attention to detail.
- Confident using a range of programs, including the Microsoft Office suite, CRM systems, financial market/data systems (e.g., Bloomberg, FactSet, or similar).
- Maintain complete confidentiality with respect to all engagements, clients and sensitive information.
- Have values aligned with those of the Adara Group, including a passion for social justice.

KEY CONTACTS

- **Internal Contacts**

- Staff at all levels

- **Key Stakeholders**

Occasional contact may occur with key stakeholders. The candidate will be required to maintain a high level of respect, professionalism and confidentiality in all dealings.

- Panel members (Adara Partners)
- Clients
- Partners, sponsors and other stakeholders