



## POSITION AND DUTY STATEMENT

<b>Position Title:</b>	APS 5 Analyst – Structured Finance and Strategy
<b>Direct Reports:</b>	Nil
<b>Reports To:</b>	Manager – Structured Finance and Strategy
<b>Tenure:</b>	Ongoing, Full-time
<b>Salary:</b>	\$88,746 to \$110,933 per annum plus 15.4% superannuation
<b>Location:</b>	Canberra or Sydney
<b>Contact Officer:</b>	Michael Bath – (02) 6263 1136
<b>Applications Close:</b>	<b>11:59pm AEST, Tuesday 8 October 2024</b>
<b>Security Clearance:</b>	Baseline
<b>Qualifications:</b>	Degree qualification in one or more of the following areas is viewed favourably: accounting, finance, economics, applied mathematics, commerce, data science, law or a related discipline from a recognised tertiary institution.

### Other desirable qualities:

- An understanding of modelling, spreadsheet applications, PowerBI, R, databases, or other financial and/or statistical tools
- Exposure to financial markets (particularly securitisation or debt capital markets)
- Liaison skills for stakeholder management

### Role Overview

The Australian Office of Financial Management (AOFM) currently has a vacancy for an Analyst (APS 5) within the Structured Finance and Strategy Group (SFS).

SFS administers the Australian Business Securitisation Fund (ABSF) and the Structured Finance Support Fund (SFSF). This is an outward-facing role with regular contact with a wide range of capital market participants, including but not limited to wholesale lenders who rely on securitisation for funding, investment banks, wholesale credit investors, rating agencies and other Australian securitisation market participants.

The SFS Group's work requires clear communication and attention to detail under tight timeframes, particularly when managing cashflows associated with securitisation investments.

The Analyst – SFS may assist in any of the Group activities. The incumbent will be involved in the analysis and management of securitisation investments, preparation of internal advice, records management, and other tasks depending on Group priorities.



## Key Activities

Duties for the Analyst – SFS may include any of the following, with the work varying from week to week according to SFS priorities:

- Reviewing ABSF proposals and providing advice on proposal eligibility.
- Supporting the due diligence process and providing analysis for proposed and existing investments.
- Supporting the review and development of securitisation transaction documentation.
- Undertaking investment management activities for the ABSF and the SFSF including –
  - processing facility draws,
  - facility variation requests (waivers),
  - supporting the evaluation of prospective changes to warehouse facilities,
  - reviewing and taking actions required on monthly reporting,
  - the provision of investment advice, and
  - associated records maintenance.
- Taking responsibility for investigating issues and resolving these with stakeholders in a timely manner.
- Undertaking data analysis to support the investment process and presenting the findings of this analysis to senior members of the SFS Group.
- Preparing advice regarding actions to be taken on existing and prospective securitisation investments or on other related matters.
- Preparing written briefs or analysis for presentation to senior executives; and
- other ad hoc tasks as required.

## Behavioural attributes:

The following behavioural attributes apply:

- Oral Communication
- Written Communication
- Judgment and Problem Solving
- Leadership and Initiative
- Output Management



**Australian Government**

**Australian Office of Financial Management**

---

- Attention to Detail
- Curiosity
- Relationship Management
- Self Development
- Developing Others

# AOFM



SELECTION CRITERIA

**APS 5 Analyst – Structured Finance and Strategy**

<b>Position No:</b>	SFS-01	<b>APS Classification:</b>	APS 5
<b>Group:</b>	Structured Finance and Strategy <sup>1</sup>	<b>AOFM Band:</b>	AOFM 2

Following are the criteria against which selection for this position will be made. It is in your interest to assess your knowledge, skills, and experience against the criteria. The selection panel will assess your ability to meet these criteria along with the core Behavioural Attributes listed in the Position Description. Referees will also be asked to use these criteria when reporting on your suitability for this position.

Note: This is a security assessed position.

1. Ability to work with complex and technical information to support decision making.
2. Ability to work in a small team to achieve team goals.
3. Ability to manage competing demands to produce quality and timely outputs.
4. Ability to communicate effectively (both verbally and in writing).
5. Quality of educational and professional qualifications relevant to the position.

**HOW TO APPLY**

Please email your application to [recruitment@aofm.gov.au](mailto:recruitment@aofm.gov.au) including:

- Your resume
- Your statement of claims against the Selection Criteria (no more than 1000 words)
- A completed [Candidate Form](#)

**CONTACT OFFICER**

Michael Bath  
[recruitment@aofm.gov.au](mailto:recruitment@aofm.gov.au)  
 (02) 6263 1136

**Applications close: 11:59pm AEST, Tuesday 8 October 2024**

<sup>1</sup> At the conclusion of the selection process a merit pool will be established. This merit pool may be used to fill the same or similar vacancies across the AOFM and broader APS and will be valid for 18 months from the date the job advertisement appeared on APS Jobs.