



JOB DESCRIPTION: PORTFOLIO & DATA ANALYST

Portfolio and Data Analyst, Sefa (Social Enterprise Finance Australia)	
Reporting to	Head of Social Finance
Position summary	<p>The Portfolio & Data Analyst will play a key role in the Social Finance team by supporting investment activities, including portfolio management and client relationships. They will also be at the centre of data management and analysis across the whole organisation, ensuring we track and understand our impact and sustainability to inform decision-making, and demonstrate how Sefa contributes to creating social outcomes.</p> <p>You'll be the first point of contact for our loan clients, helping them understand <u>what's involved in getting funding</u> from Sefa, or managing changes in their organisation or circumstances. You'll be doing hands-on monitoring of our investment portfolio and joining in dynamic discussions with our Investment Committee. You'll deliver exceptional client experience by improving processes and systems geared towards operational efficiency. You'll be making a meaningful contribution every day and developing your investment and analysis skills in a supportive team environment.</p>
Location	<p>Sydney – flexible working arrangements from home and in the office.</p> <p>Our office is based in the stunning <u>Yirranma Place</u> in Darlinghurst – a for-purpose precinct established by the Paul Ramsay Foundation.</p>
Key responsibilities	<p>Social Finance Portfolio</p> <ul style="list-style-type: none">• Assist in managing relationships with existing borrowers/co-investors and onboarding new borrowers/co-investors. Co-investors include private investors, high net worth individuals, philanthropy and government• Assist in managing Sefa's loan syndicates, including monthly and quarterly updates, investor management, reporting and any ad-hoc requests• Assist with delivery and management of Sefa's and Sefa Partnership's investment readiness program and loan sub-fund – Backing the Bold. This includes operations improvement, investment screening and client management• Screen and respond to investment enquiries and collate information for initial assessment, assist Social Finance Managers with high level review of financials, business plans and impact outcomes• Manage investment administration including loan documentation, Know-Your-Customer and Anti-Money Laundering verification, drawdowns and repayments, and loan management software• Carry out ongoing portfolio management (focused on covenant monitoring) and complete periodic investment reviews• Support periodic meeting processes of the Sefa Investment Committee and other governance committees• Manage reporting for the pipeline, portfolio and Social Finance business• Own key Social Finance team systems and processes to optimise for client experience and speed of investment and overall operational efficiency• From time to time, carry out research and data analysis to provide the Leadership and Social Finance teams with insights on a particular topic of interest

Sefa Data Management

- Lead the management and continual improvement of Sefa's straightforward data systems (with other team members contributing and supporting) to capture, track and analyse client, partner, and impact data against our Theory of Change and Outcomes Framework that articulate and measure how we deliver on our mission.
- Develop and maintain clear and simple dashboards and reporting tools that provide actionable insights for internal decision-making, board papers, stakeholder reporting, and external communications and marketing.
- Collaborate with the team to embed data-informed decision-making into investment processes, overall portfolio management (loans and engagements), and strategic initiatives, using user-friendly and practical data solutions.
- Identify, recommend, implement and stay abreast of new technologies (including basic artificial intelligence tools where appropriate) to streamline data management, automate routine analysis, and improve the quality and accessibility of insights – noting that Sefa's data needs are not overly complex but benefit from continuous improvement.

Knowledge and Skills required

Essential

- Passion for, commitment to and understanding of the impact investing / social finance / social enterprise sectors
- Ability to operate independently and take ownership in a small team that is constantly innovating as the market develops
- Strong communication skills with the ability to manage relationships with a diverse range of internal and external stakeholders
- Detail orientated, highly organised, proactive and able to manage and execute multiple processes simultaneously
- Hands-on experience with an enjoyment of process improvement and workflow automation
- Growth mindset, particularly for developing investment decision-making skills
- Comfortable using IT systems (e.g. data entry, exporting), Microsoft Office, Monday.com (or similar workflow management tool), Salesforce (or similar CRM system)
- Robust data analysis skills, with experience in managing data across simple systems and extracting it into clear, actionable insights for diverse audiences.
- Affinity for new technologies, with curiosity and practical capability to explore and implement tools (including basic artificial intelligence) that improve organisational effectiveness and efficiency.

Very helpful

- Investment / credit analysis experience, ideally in small to medium sized organisations
- Consulting / advisory experience, preferably focused on financial performance and capital structuring for small organisations
- Secured lending and property experience
- Experience preparing management reports, board papers and minutes
- Experience in developing dashboards and data visualisations using tools such as Power BI, Tableau, or similar platforms.
- Understanding of the challenges facing for-purpose organisations in Australia



Qualifications	Degree education or equivalent.
Application process	<p>To apply, send your CV and a cover letter to Linda Carseldine, Chief Operating Officer at linda.carseldine@sefa.com.au.</p> <p>We encourage applications from all ages and genders, Aboriginal and Torres Strait Islander people, people with disabilities, LGBTQIA+ and diverse ethnic and cultural backgrounds.</p> <p>We are assessing and proceeding with applications on a rolling basis. So please submit your application as soon as you can.</p>
For more information, contact Hanna Ebeling: hanna.ebeling@sefa.com.au or 0475 084 855	