



POSITION DESCRIPTION

SPV Manager

Job title	SPV Manager
Reports to	Chairperson, Ngardara Board
Status	12-month contract Three-month probation 0.4 – 0.6 FTE
Date updated	03 June 2025
Salary range	\$100,000 - \$120,000 (pro-rata) plus superannuation
Location	Remote (with regular site attendance required)

Ngardara Co-Operative

[Ngardara](#) means sun in the local Garrwa and Yanyuwa dialect, and the Ngardara Project is an innovative community-led approach to renewable electricity for the remote Northern Territory township of Borroloola. Ngardara Cooperative is a First Nations community-controlled organisation representing the Borroloola community. Its purpose is the improvement of energy security for households and the wider community through access to lower cost, more reliable renewable energy.

With support from Original Power, Ngardara Cooperative completed a detailed feasibility study in 2022. Project partners are now working together to drive the transition plan from reliance on diesel power to renewable energy for the Borroloola community and surrounding homelands in 2023.

Original Power, an First Nations organisation with extensive experience developing community-owned projects is partnering with the community of Borroloola through a collaboration agreement to deliver the solar farm and BESS for Borroloola. The Project is also supported by partners with extensive experience in developing, delivering and financing community capacity building and infrastructure projects.



The Position

The SPV Manager will play a key role in ensuring that both the Ngardara Company and Ngardara Co-operative comply with statutory and regulatory requirements, while maintaining high standards of corporate governance. This role supports the Boards of both entities, ensures the smooth running of Board meetings, manages corporate and contractual documentation, and supports project delivery during the construction and operations and maintenance phases. The SPV Manager will work closely with the Financial Controller and Project Manager to ensure organisational integrity and project success.

The key responsibilities of the SPV Manager include:

Governance, Regulatory and Compliance

- Represent the SPV in project meetings, stakeholder liaison sessions, and service coordination forums.
- Manage Co-Secretarial (Co-Sec) functions including preparation of board and committee papers, maintaining statutory registers and ensuring adherence to corporate governance frameworks.
- Liaise with, and report to, the Boards, senior lenders, and shareholders, ensuring compliance with Project, Credit, and Services Agreements.
- Prepare and issue project-related documentation, including invoices, notices, milestone documentation, and formal communications to key stakeholders.
- Support the Financial Controller by providing accurate administrative and operational information required for financial record keeping, invoice reconciliation, submissions of returns and statements.
- Ensure timely coordination with the Financial Controller for regulatory filings and compliance with financial reporting obligations.
- In collaboration with the Project Manager, Manage engagement and performance of sub-contractors and advisers during construction and operational phases, in close collaboration with the Project Manager.
- Attend Board and committee meetings; take accurate minutes and ensure timely distribution of minutes and tracking of action items.
- Assist in the drafting, review, and organisation of legal documents, contracts, and agreements relevant to both the SPV and Co-operative.
- Liaise with external legal counsel, auditors, and regulators on compliance and governance matters, as directed by the Boards or senior management.
- Ensure all management policies and procedures are applied consistently across the organisation.
- Oversee compliance with relevant insurance provisions and ensure appropriate cover is maintained.

ABORIGINAL AND TORRES STRAIT ISLANDER CANDIDATES, AND THOSE WITH LOCAL KNOWLEDGE OF BORROLOOLA AND SURROUNDING COMMUNITIES, ARE STRONGLY ENCOURAGED TO APPLY.



Selection Criteria

Qualifications, Skills & Experience

1. Bachelor's degree in Law, Finance, Business Administration, or a related field.
2. A professional qualification in Company Secretarial practice (e.g., ICSA, CS) is highly desirable.
3. Minimum of 3–5 years' experience in a relevant or similar company secretarial or compliance role, preferably within SPVs, co-operatives, or infrastructure/renewable energy projects.
4. Strong understanding of accounting principles, financial reporting, and bookkeeping software (e.g., QuickBooks, Xero, Sage). Experience with SPV-related and co-operative financial structures is highly desirable.
5. Demonstrated experience in corporate governance, legal compliance, and regulatory reporting for SPVs, co-operatives, or similar entities.
6. Knowledge of corporate law, regulations for co-operatives, and financial governance.
7. Familiarity with financial and accounting reporting requirements, including annual returns, tax submissions (e.g., GST), and milestone payments.
8. Proven ability to review and interpret construction lifecycle and O&M programs, contracts, and related documentation.
9. Experience supporting or coordinating Board and committee functions, including preparation of papers, taking minutes, and tracking actions.
10. Exceptional organisational and administrative skills, with a strong attention to detail and the ability to manage competing priorities.
11. Excellent communication and interpersonal skills, including the ability to write clear, professional reports and correspondence.
12. Strong alignment with Ngardara's purpose and values.
13. Willingness and ability to travel periodically to project sites, including remote or Indigenous communities, to oversee technical work and engage with stakeholders.
14. Cultural awareness and demonstrated ability to work respectfully with Aboriginal or Torres Strait Islander peoples and communities.