

## Analyst Investments (FT or PT)

- Competitive salary and salary packaging options.
- Small team with the opportunity to make a difference.
- CBD-based Christian professional services organisation, with flexible work practices.

### About us

Sydney Diocesan Services (SDS) is committed to supporting the building of God's Kingdom through the provision of a range of valued services to organisations and churches in the Anglican Church Diocese of Sydney.

The Investment team oversee and manage the funds of the Diocese. The team have varied responsibilities including managing daily treasury needs, managing three investment portfolios and providing loan advice and administration and bank reconciliations.

The Head of Investments reports and works closely with the Boards and Committees of the Diocese, including the Glebe Administration Board (GAB), Anglican Church Property Trust (ACPT) and Sydney Anglican Loans (SAL) as well as other sub-committees as needed. This role will need to support these activities.

### About the role

You will be responsible for:

- Managing daily treasury needs for a range of clients
- Analysing, reviewing and reporting on three investment portfolios
- Providing loan administration and bank reconciliation
- Co-ordinating a rolling term deposit program
- Investment performance and attribution reporting
- Liaising with our investment accounting service provider and investment manager

### About You

This role may suit an experienced analyst in a funds manager or investment firm who is looking to create more balance in their life and is willing to work part time. Alternatively you may have two years funds management experience, post your finance or maths degree and be wanting a role where you can manage your own treasury accountabilities, and be upskilled in reporting and investment analysis.

- Able to meet daily deadlines confidently.
- Advanced and applied mathematical knowledge and advanced excel skills.
- Able to provide investment performance calculations. In an ideal world you will have had experience in the back office of a financial institution and be able to undertake unit pricing calculations and loan book administration, however we are willing to train the right person.
- Ability to problem solve and seek clarification when required.
- You will be motivated by investments and achieving the best outcome knowing all income funds the work of the Diocese.





- Exposure and some understanding of the structure of the Anglican Church Diocese of Sydney is advantageous.

Consistent with the ethos and values of SDS, applicants for the position should have a demonstrated Christian commitment. Being an active member of an Anglican church in the Diocese is an advantage.

SDS's values underpin the way we work and we offer salary packaging, professional development opportunities, flexible work practices, and an Employee Recognition Program.

- Please call **Isaac Kuruvilla, Head of Investments** on 02 9265 1638 for a confidential discussion.
- Please contact [recruit@sydney.anglican.asn.au](mailto:recruit@sydney.anglican.asn.au) for the Position Description or with any general inquiries.
- Apply now with a covering letter explaining why this role is the right next step for you and your resume to [recruit@sydney.anglican.asn.au](mailto:recruit@sydney.anglican.asn.au).

