

## Job Specifications for the position of Treasury Clerk at Amber Australia

**Location:** Sydney

**Term:** Permanent

### About Amber Infrastructure Group:

Amber Infrastructure ('Amber') is a specialist international investment manager, focused on investment origination, asset management and fund management. With over c.€5 billion of funds under management, Amber invests across eight funds and a number of managed accounts.

Amber's core business focuses on sourcing, developing, advising, investing in and managing infrastructure assets across the public, transport, energy, digital and demographic infrastructure sectors that support the lives of people, homes and businesses internationally.

Amber is headquartered in London with offices in Europe, North America, Australia and New Zealand. Amber employs approximately 180 infrastructure professionals globally and manages over 175 investments.

### The role:

The Treasury function within the Australian business manages 19 PPP projects at varying levels, from partial to full support. This includes full support for 13 projects where we provide; maintenance of complex financial models, day to day cash flow management, contract administration including Authority and Lender reporting obligations, support of Asset Management and Origination teams, stakeholder management and investor valuation reporting to two listed funds. In addition, our role on 6 partially owned or core+ investments involves a higher level of review including; model and financial reporting reviews, and distribution and valuation analysis.

Working with a group of high calibre professionals, we are seeking an enthusiastic and motivated person to have oversight and responsibility of:

#### **Cash flow management**

- Preparation of scheduled operating and debt payments in accordance with contract requirements within payment terms.
- Liaising with asset management and wider team seeking invoice and payment approvals.
- Monitoring of project bank accounts and assisting with bank reconciliations.
- Revenues are being recovered on a timely basis.
- Resolving account queries with debtors and creditors as required.

#### **Project administration**

- Issuing revenue invoices to the various counterparties including State and Territory departments and reviewing payment claims received from Facilities Management Providers.
- Responding to requests for information from the various counterparties.
- Providing administrative support to the Treasury team as required.

This is a key role that supports a highly motivated team as well as a wide range of stakeholders. Your approach must be disciplined, and you must be able to demonstrate:

- High attention to detail
- Strong organisation skills with an ability to deliver against deadlines consistently
- Competence using Microsoft Excel

This role would suit someone with previous experience in Accounts Payable and Receivable and general business administration duties.

*Amber is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.*