



**Analyst, Investor Relations -Sydney, Parental Leave Cover
(8-9 months duration commencing early September 2018)**

New Forests is a global specialist forestry, rural land and environmental investment management company headquartered in Sydney, Australia, with offices in San Francisco and Singapore.

We are looking for an Analyst, to work as part of our Sydney-based Investor Services team. The Investor Services team oversees client relations and reporting, funds marketing and capital raising, corporate communications, research, and corporate sustainability for New Forests globally.

Reporting to the Director, Investor Relations, the primary focus of this role will be supporting the investor relations function, including delivery of client support functions (e.g. reporting, client communications); working with New Forests' funds management and finance teams and Executive Committee in the delivery of client support services; assisting with the provision of timely, thoughtful, and accurate information that inspires confidence in our clients.

Your responsibilities will include:

- **Coordination, management, and distribution of quarterly reporting:** This includes report writing and editing.
- **Management of annual investor meetings:** Contribute to production of annual meetings content, presentations, and delivery.
- **Support management of client issues:** Provide timely and thoughtful responses to ad hoc investor queries related to accounting, financial analysis, and asset management, coordinating with finance team and portfolio managers as appropriate. Support processes related to fund governance.
- **Develop efficiencies and improvements in client services and reporting:** Work with finance and portfolio management teams to improve internal information management systems to deliver high quality client reporting.
- **Support Investor Relations functions-** Maintenance of corporate communication materials, organisation of client meetings and tours, and research.
- **Manage client portal and Client Relationship Management (CRM) system:** Act as administrator of New Forests' online client portal (using WordPress) and our CRM.

Experience and skills required:

- Experience in client relations and client reporting (preferably with institutional investors in real assets e.g. timber, agriculture, infrastructure, and/or private equity).
- Must demonstrate maturity and confidence in managing client and business relationships.
- Bachelor degree in business, economics, finance, or equivalent.

New Forests Pty Ltd | ABN 76 114 145 274
141 Walker Street, Level 23, North Sydney NSW 2060, Australia
PO Box 434, North Sydney NSW 2059, Australia
+61 (02) 9406 4100 | newforests.com.au

- Strong understanding of and ability to work with financial and accounting concepts e.g. finance and investment terminology, balance sheet, and income statement terms.
- Excellent written and verbal communication skills and ability to acquire and process large amounts of information quickly.
- Must have attention to detail in writing and presentations.
- Excellent organisational skills, related to time management and project management.
- A high degree of proficiency in Microsoft Office (Word, PowerPoint, and Excel). Preferred candidate will have ability to work with online publishing software (e.g. WordPress).
- Must be a team player and work well under pressure and deadlines.
- A demonstrated interest in sustainability and responsible investment will be well regarded.

What can we offer?

Our environment is busy and supportive, and the team is professional but relaxed. If you join us you would be joining a growing, fast-paced business, with a mission aligned with sustainability and responsible investment. You will also be working with professionals who are passionate about their work. New Forests is a B-Corp certified business.

To Apply

Please apply by sending a cover letter and resume explaining your interest in and qualifications for the position, in PDF format, to careers@newforests.com.au.

