

Analyst, Finance

Location: Sydney, Australia

Reporting to: Senior Finance Manager

New Forests seeks a qualified candidate for the position of Analyst, Finance. The ideal candidate will be a self-motivated individual who will join the team for a six-month contract.

New Forests is a global investment manager of nature-based real assets and natural capital strategies. We manage a diversified portfolio of sustainable timber plantations and conservation areas, carbon and conservation finance projects, agriculture, timber processing and infrastructure. We aim to generate shared prosperity for our clients and the communities in which we operate and accelerate the transition to a sustainable future.

This role will be responsible for:

- Assisting with banking platform set up and transition in all required regions
- Helping with administrative set up and steps to get new credit cards issued to all eligible employees
- Assisting the Senior Finance Manager and the finance team to bring efficiencies in the global AP/AR and expense coding processes
- Assisting with financial analysis and special projects when required
- Contributing to ensuring that underlying ledgers are correct and that high quality month-end reconciliations are prepared with no long outstanding reconciling items including month-by-month analysis to identify unusual items
- Maintaining Fixed Asset Registers ensuring that additions/disposals are correct, are included in the correct category and that depreciation is calculated accurately
- Responsibility for accounts payable to ensure payments are made on time and are coded correctly in the general ledger
- Contribute to evaluate, improve and streamline accounting and reporting processes

This role requires the following qualifications, experience, and strengths:

- High levels of initiative, curiosity, and the ability to problem-solve
- Experience with AR and AP processes
- Experience with banking and credit card system implementation
- Experience using systems and tools to problem-solve and automate tasks (desirable but not required)
- Relevant undergraduate qualifications
- Excellent communication skills, both verbal and written
- Excellent Microsoft Office skills including Excel
- Strong time management and organisational skills
- Good analytical skills and keen attention to detail
- Ability to manage competing priorities and deliver projects on time
- Ability to build strong relationships and work within a team environment
- Ability to think outside the box, contribute to debate, and communicate ideas and suggestions effectively