

TAUHARA NORTH
No. 2 TRUST



COMMERCIAL ANALYST

We are looking for a Commercial Analyst to join our Commercial Operations team based in Rotorua. The Commercial Analyst role is a newly created position charged with supporting the growth of the business and you will work closely alongside the General Manager Commercial Operations and be responsible for leveraging your analytical skill-set to improve the efficiency of our business development activities.

Competencies required::

- Strong maths & analytical skills
- Knowledge of statistics, finance and accounting
- Advanced excel skills and an ability to work with large data sets
- Attention to detail, methodical and a high level of accuracy
- Clear and effective communication skills
- Knowledge of Te Reo, Tikanga and Maori organisations
- Relevant tertiary qualification

Interested candidates should contact or send their resume to Donnarae Raukawa-Doughty, HR Manager at Donnarae.RaukawaDoughty@tauharano2.co.nz

Applications close 5pm on Friday 17 May 2019

**POSITION DESCRIPTION
COMMERCIAL ANALYST**

TAUHARA NORTH
No.2 TRUST



Reports To:	The General Manger Commercial Operations
Position Purpose:	<p>To provide data analysis and all round business support within the Commercial Team (RML), with a particular focus on monitoring the performance of Trust assets and assisting with the acquisition of new commercial and manaaki assets. The organisation has ambitious growth strategies and the Commercial Analyst and Commercial Team will be central to achieving that growth</p> <p>The commercial team is small, professional, easy-going, flexible and supportive of a strong work/life balance. We support and encourage professional development and personal study.</p>
Abbreviations	<p>GMCO = General Manager Commercial Operations GMI = General Manager Investment SCA = Senior Commercial Analyst CA = Commercial Analyst TN2T = Tauhara North No.2 Trust RML = Ringa Matau Limited, the Trust's commercial arm KPIs = Key performance Indicators NAP = Nga Awa Purua geothermal power station NTM = Ngatamariki geothermal power station RGN = Rotokawa A geothermal power station</p>
Key Result Areas:	<p>Performance of Trust commercial and manaaki assets Treasury Banking relationships (debt financing and loan compliance) Due diligence of potential new investments Business support to GMCO and GMI</p>
Asset Performance	<p>In conjunction with GMCO directly manage/manage contractors related to the Trusts own assets:</p> <ul style="list-style-type: none"> • Trust leases on its whenua at Rotokawa/Parariki (5 leases) • Weed control and general maintenance of Trust whenua and Reserve • Trust pine forest plantations (100ha) • Miscanthus plantation (13ha) • Compliance, filing Annual Returns and maintenance of all Group companies and limited partnerships with the Companies Office (14 entities) • Maintenance of Group Emissions Trading Scheme carbon credits • Liaison with tenants, neighbours and key partners such as Department of Conservation on matters related to the whenua at Rotokawa/Parariki • Liaison with Corporate Services in matters such as access, health and safety of contractors, tenants and visitors to the whenua at Rotokawa/Parariki
Banking Relationships (debt facilities)	<p>Compliance reporting to lenders as required by Loan Agreements:</p> <ul style="list-style-type: none"> • Monthly reporting on NAP and Rotokawa steamfield • Quarterly Compliance Certificate <ul style="list-style-type: none"> ○ 12 month rolling key financial data ○ Calculation of interest cover ratio, surplus cash and working capital change and anticipated excess cash • Quarterly capex reserve contributions • Quarterly and annual Selection Notices paying down principal • Annual Insurance Confirmation Certificates

	<ul style="list-style-type: none"> • Ad hoc draw down notices • Annual audited Group and geothermal Financial Statements • Annual Group Budgets or Asset Class budgets as appropriate
Business support	<p>General business support of the commercial team including assisting with budget preparation and management.</p> <p>From time to time there will be opportunities to undertake one-off project work within the commercial team and on secondment to other business units within the Group.</p>
Key Attributes	<ul style="list-style-type: none"> • Support for the Trust's Mission, Korowai and strategic goals to enhance the lives and wellbeing of our owners and their whanau. • Positive attitude contributing to a culture of quality, dedication, success and fun • Strong maths and analytical skills required with a knowledge of statistics, finance and accounting particularly desirable. • A relevant tertiary qualification, study towards one or equivalent knowledge base. • Well organised and reliable. • Report writing skills with the ability to simply explain sometimes complex or technical matters to non-experts • Good level of competence across the Microsoft suite of applications. • Ability to communicate clearly and effectively with a wide range of people in all situations. • Ability to foster and maintain a relationship of trust with colleagues, contractors, professional providers, directors, trustees and owners of Tauhara North No 2 Trust. • Ability to pay attention to detail, be methodical, and demonstrate a high level of accuracy. • Ability to manage changing priorities. • Demonstrated confidence and motivation. • Self managing within assigned tasks, and work well under pressure. • Professional, well presented and approachable. • Honest with high standards of integrity. • A sense of fun and perspective • A knowledge of Te Reo, Tikanga and Maori organisations is helpful.
Key Relationships	<p>Internal:</p> <ul style="list-style-type: none"> • GMs for commercial and new investments • Group CEO • Managers and key personnel of Group-owned assets • Senior executives of the Trust Group • Corporate Services and Financial Services teams • Trust Group – All staff <p>External:</p> <ul style="list-style-type: none"> • Manager Rotokawa Site and other key Mercury personnel • Tenants of Trust whenua • Lending banks • Land contractors such as foresters and crop harvesters etc • Companies Office • NZ Emission Trading Scheme, Ministry for the Environment • Lawyers: Bell Gully and BlackmanSpargo • Brokers: Craig Investment Partners and OMF • Advisors: Deloitte (treasury), PF Olsen (forestry), TelferYoung (valuations) Agfirst (farming)