

## Finance Broking Analyst Graduate / Entry-Level Opportunity

### Overview

We are fast-growing Finance Broking firm based in the heart of Sydney's CBD. Our clients are Australia's leaders and achievers – they are motivated professionals and business owners making a difference in their life and work.

We are looking for a smart, energetic and trustworthy individual to work as a Finance Broking Analyst to the SF Capital team. This is an entry-level role to a career in Finance Broking and Financial Services generally.

You will be trained in all aspects of Finance Broking with a view to becoming a Senior Broker in your own right or SF Capital's Head of Client Services. This is a true apprenticeship opportunity with fast career-progression for the right individual.

Starting salary and incentives will be assessed based on the strength of each applicant. This is a full-time role, however, part-time positions will be considered for standout candidates.

### Roles and Responsibilities

- Respond to company emails
- Calendar and appointment management
- Data entry and database management
- Preparation of client emails and cover letters
- Phone enquiries and follow-up calls to clients and lenders
- Support in maintaining SF Capital social media channels
- Organisation of company events and functions
- Document collection and drop-off
- General office management
- Ad hoc office duties

On the job training will be provided for

- Analysis of client borrowing capacity
- Analysis of property purchasing costs
- Analysis of client supporting documents
- Generation of product comparison reports
- Generation of compliance documents
- Generation of RP Data property reports
- Preparation of client loan applications

## Benefits

- Fun work place and culture
- Coaching and mentorship in a range of professional skills
- Challenging role with room to grow within the organisation
- Extensive on-the-job training with further industry education paid for
- City-based office, 5 minute walk to Town Hall station and Westfield Sydney
- Flexible work arrangements with ability to work remotely
- Clear career progression with periodic pay review
- Additional incentives for exceptional candidates

## Desired Qualities

### Must have qualities

- Professional
- Hard working
- Honest, trustworthy and reliable
- Excellent spoken and written communication skills
- Excellent attention to detail
- Confidence on the phone
- Confidence with numbers
- Accurate data entry
- Common sense
- Good with people
- Good team / cultural fit

### Desirable qualities but not mandatory

- A “marketers eye”, good taste
- Confidence with web applications – Dropbox, Gmail, Facebook, Twitter
- Experience organising functions and events
- Tertiary qualification(s)
- Second language

## How to apply for this role

To apply for this role, please send your CV and cover letter to [grow@sfcapital.com.au](mailto:grow@sfcapital.com.au) and attention Tommy Lim.

Your cover letter should state why you believe you are the best candidate for the role and give examples of when you have demonstrated the desired qualities above.