

# Job Description

## Position Identification

<b>Title:</b>	Property Analyst	<b>Department:</b>	Development
<b>Reporting to:</b>	Senior Property Analyst	<b>Date Updated:</b>	January 2026
<b>Agreement:</b>	Foundation Housing Ltd Enterprise Agreement 2021		

## Purpose of Position

The role supports the Senior Property Analyst by assisting with financial modelling, conducting market and sector research to identify key trends and insights, supporting strategic commercial asset management activities, and coordinating property settlements to ensure efficient and accurate execution.

## Key Working Relationships

<b>Internal:</b> General Manager Commercial/Development Chief Financial Officer Finance Property Services	<b>External:</b> Consultants Financiers Department of Housing Works Settlement Agents Contractors
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## Accountabilities and Responsibilities

### Research and Analysis

- Maintain benchmarking data/dashboards on comparable projects and update internal databases for easy reference.
- Conduct market and sector research and prepare concise research briefs and periodic reports highlighting key trends and insights for the Development and Asset Committee and Board.

### New Opportunities

- Assist with due diligence on new development opportunities, including preparing detailed business cases and investment recommendation reports for consideration by the Executive Team.
- Assist with financial modelling by preparing input data, assumptions, and scenario analysis under guidance from the Senior Property Analyst
- Assist in evaluating deal structures to assess feasibility of new development opportunities

against key risk and return parameters.

- Assist with State and Federal Government funding submissions.
- Assist with any asset sales / hand backs when required.

## Projects

- Maintain operational project financial models by accurately inputting actuals and updating forecasts under guidance from the Senior Property Analyst.
- Prepare monthly and ad hoc project reports and assist with management reporting as required.

## Commercial Property Management

- Monitor property income and expenses and compile data/dashboards.
- Support strategic asset management activities, gather information and prepare succinct summaries.
- Seek guidance on strategic asset management from the General Manager – Commercial/Development as required.

## Property Settlements

- Coordinate with settlement agents and internal teams, ensuring required documentation and approvals are prepared on time.

## Other

- Collaborate and engage internally to improve the efficiency of internal processes as well as the accuracy of analysis and research.
- Other duties as requested.

## Safety Responsibilities

You will act in a manner that is consistent with FHL's duty of care requirements, including but not confined to:

- Taking reasonable care to ensure your own safety & not risk others by any act or omission.
- Following all safe work practices and procedures
- Using personal protective equipment as identified for individual tasks
- Taking immediate action on any identified hazards
- Reporting any incidents or injuries to both manager and HR.

## Organisational Values



### SOLUTIONS FOCUSED

We work together to find solutions that benefit our people and customers.



### CARING

We care for others and display empathy, fairness and respect.



### HONEST

We act with integrity and own our decisions.

## Selection Criteria

### Essential Criteria

- Tertiary qualifications in Commerce, Finance, Economics, or a related discipline.
- Minimum of 2 years relevant experience in a property analyst role.
- Strong financial and commercial acumen including property development feasibility analysis.
- Strong financial modelling skills.
- Demonstrated experience in accounting concepts, reporting and principles.
- Strong team player with a collaborative approach to problem solving.
- Strong attention to detail.
- Strong verbal and written communication skills.
- Advanced skill level with Microsoft Excel and intermediate skill level in Microsoft office applications.
- Demonstrated experience in preparing presentations using Microsoft PowerPoint with strong presentation skills.

### Desirable Criteria

- Knowledge of property valuation methodologies.
- Post graduate finance qualifications, including CFA, CA, Masters of Finance and FINSIA.

### Work Related Requirements

- Current WA Drivers Licence
- National Police Clearance

## Position Dimensions

Number of staff directly reporting to position	Nil
Number of staff indirectly reporting to position	Nil

## Work Locations

This role is based at the Leederville office but will require travel to FHL properties to attend to onsite matters when required.