

Assistant Investment Operations Analyst

- Fast-growing, market leading business.
- Varied role with exciting career progression opportunities.
- Opportunity to build knowledge within Financial Services with full training and ongoing support.
- Supportive, dynamic team with great culture and strong core values.

Summary

Title	Graduate Role – Assistant Investment Operations Analyst
Team	Investment Operations
Manager	Manager, Investment Operations
Position Type	Permanent, full time
Location	Sydney

About the Role

We are seeking an enthusiastic, self-motivated university graduate or penultimate year student to join the Betashares operations team as an Assistant Investment Operations Analyst.

This is a fantastic opportunity to accelerate your career in operations and work alongside an experienced, collaborative, and high-performing operations team in our fast-growing business.

The role will provide you with the opportunity to build knowledge and start a rewarding career in one of the most innovative and progressive financial services companies in Australia and to learn in an asset management business across different asset classes.

About Us

Betashares was founded in 2009 and launched with the vision to create intelligent and accessible investment solutions for Australian investors. Over the past decade our dedication to helping Australian investors achieve their financial goals has seen Betashares grow from ‘challenger’ to market leader, driving disruption and innovation in the exchange traded funds (ETFs) industry.

Betashares offers the broadest range of exchange traded funds on the ASX and is trusted by over a million investors. As of January 2024, Betashares manages over \$33 billion in assets.

We currently have offices in Sydney, Melbourne, Brisbane, Perth and New Zealand and a growing team of over 140 people.

Our Values

As our business continues to grow, we are committed to creating a workplace that gives us all the best opportunity to succeed, and that is enjoyable to be a part of.

We prize ambition and drive, but equally we value honesty and humility.

We support each other, and we respect our clients and our competitors. Innovation is in our DNA, and we are always looking for better ways to do things and are willing to take measured risks and learn from our mistakes along the way.

What we offer

Betashares believes our most important asset is our people and we are proud of the culture we have built – but we are always striving to be better. We want every Betashares employee to be doing their best work and developing their careers.

In addition to a competitive salary, we also offer:

- Ongoing career development and access to continuous learning opportunities.
- Access to a health and wellbeing platform with physical, mental, social and financial support programs available.
- Volunteering days off, so you can contribute to a cause that matters to you.
- Modern CBD offices with fully stocked kitchen, team breakfasts and catered lunches on a regular basis.
- Fun and inclusive social events.

This role is a fantastic opportunity for someone looking to further their career in a growing and dynamic business.

Role Responsibilities

- Daily reconciliation of the Schemes assets (bank accounts, security holdings, receivables, and liabilities).
- Supporting trade operations and other operational tasks (trade instructions and settlements monitoring, Scheme applications and redemptions).
- Security set-up and data maintenance on systems.
- Document and maintain standard operating procedure documentations.
- Opportunity to rotate across wider Operations activities.

Key skills and experience

- Curiosity to learn and ambition to progress your career.
- Detailed oriented and have an eye for details, with the ability to think in a structured and analytical manner.
- Tertiary qualified or near qualified in an Accounting, Finance, or other relevant discipline.
- Genuine interest in financial markets and good understanding of investment products is essential.
- Curiosity to explore and adopt technology to improve process efficiency and reduce risk (experience in SQL, Python is desirable).
- Excellent verbal and written communication.
- Proactive attitude.

Ready to make an impact? If you have full working rights in Australia, please submit your CV to careers@Betashares.com.au. Your interest will be treated in strict confidence.