

Head of ETF Operations

- Fast-growing, market leading business
- Amazing career potential
- Supportive, dynamic team with great culture and strong core values

Summary

Title	Head of ETF Operations
Team	Investment Operations
Manager	Chief Operating Officer
Position Type	Permanent, full time
Location	Sydney

About the Role

Betashares is seeking an accomplished and motivated professional to join the Operations team as the Head of ETF Operations. We require someone with industry expertise and managerial experience.

As the leader of the ETF Operations team, you will oversee the day-to-day back to middle office activities of our ETF's and unlisted funds. This includes ensuring the efficient delivery of services by our service providers and vendors. Reporting to the Chief Operating Officer, you will collaborate with various departments, holding overall accountability for team development and mentoring.

In addition to your core responsibility in Fund Operations, you will play a crucial role in contributing insights for the ongoing design and enhancement of operational processes, ensuring the continued high standard of delivery for our ETFs.

Joining our fast-growing business, you'll work with an experienced, collaborative and high-performing team, contributing significantly to the realisation of our strategic goals. This is an exciting opportunity to make a meaningful contribution in a dynamic environment.

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 hundreds of thousands of investors. As of February 2024, Betashares manages over \$36 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:

- Staff career development and training allowance (including management and leadership training).
- 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.
- 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

- Manage Trade Operations and Fund Administration for our ETF's and unlisted funds (AMIT's & NZ PIE funds) ensuring smooth running of day-to-day operations, fund launches and other change activity.
- Manage and develop the Operations team, with direct responsibility for 6 staff members.
- Provide technical and hands on support to ensure accurate and timely output from the Operations teams.
- Provide oversight of operational service delivery by external service providers/vendors (Custodians, Fund Administrators, Registrar's, system vendors)
- Collaborate with Compliance and Risk and service providers/vendors to identify and address gaps and risks in operations.
- Work with cross-functional (Operations, Compliance, Risk, Portfolio Management, Finance, Technology) teams to design, build and test enhancements to our operating model and service capabilities.
- Maintain and review standard operating procedures and process documents regularly.
- Ensure the operating model supports the implementation of new funds and regulatory changes.
- Develop and strengthen relationships within the ETF and Fund ecosystem.
- Attend industry events, providing thought leadership on market and regulatory updates.
- Support the Sales team through attendance at operational due diligence presentations and workshops.
- Serve as escalation point for of all Operational Fund-related matters.

Key skills and experience

- Finance or Commerce degree holder.
- 7+ years of market and industry experience in asset management, custodian or financial services.
- Proficient in end-to-end post-trade activities.
- Skilled in managing relationships with service providers and audit firms.
- Extensive experience in leading direct reports, including goal setting, development plans, performance reviews.
- Demonstrated success in innovation, streamlining processes and executing change for enhanced efficiency and risk management.
- Strong team player with a keen eye for detail, committed to delivering quality output.
- Excellent verbal and written communication skills.
- Organised with the ability to establish priorities, handle detailed information under stress.
- Quick learner with the ability to adapt to change effectively.

Ready to make an impact? If you right to live and work in Australia, please email your cover letter and CV to careers@Betashares.com.au. Your interest will be treated in strict confidence.