

Assistant Investment Operations Analyst – Trade Operations & Reconciliations

- Fast-growing, market leading business
- Amazing career potential
- Incredible culture

About the Role

Summary

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

About the Role

We're looking for an enthusiastic person to join our team as an Assistant Investment Operations Analyst and launch their career in Operations.

This is a fantastic opportunity to learn from and work alongside an experienced and high performing operations team in our fast-growing business. You'll play an integral role in helping bring our strategy to life.

You'll play an instrumental role in managing risk in operations and managing the end to end trade flow. You will gain exposure to a wide variety of products and you will be responsible for verifying trade deals against broker recaps/broker notes, ISDA confirmations, processing trade settlement instructions, among other tasks. You will also be responsible for supporting daily reconciliations of cash, stock, settlement and clearing accounts, as well as supporting the investigation of reconciliation breaks.

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 November 2021, BetaShares manages over \$23 billion in assets.

We currently have offices in Sydney, Melbourne, Brisbane, and New Zealand and a growing team of over 80 people.

Our Values

As our business continues to grow, we're 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. 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 and opportunity to participate in a bonus program, we also offer:

- Staff career development and training allowance.
- Access to a health and wellbeing platform with physical, mental, social and financial programs available.
- Volunteering days off, so you can contribute to a cause that matters to you.
- Hybrid workplace – you'll have the opportunity to work from home some of the time.
- Newly renovated 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.

To apply, please email your cover letter and CV to careers@betashares.com.au.

Role Responsibilities

- Developing an understanding of the operational processes supporting the BetaShares business
- Performing portfolio reconciliations against custodian and clearer accounts, investigation and resolution of any issues relating to cash (overdrafts, cash, position, income items)
- Handling creation/redemption flows and trade instructions with the custodian/administrators
- Liaising with external parties (custodian, counterparties, unit registrar and system vendors) to investigate and resolve trade capture/confirmation and settlement issues
- Communicate and process the impact of corporate actions on our portfolios and flag mandatory and voluntary actions to internal stakeholders
- Security set-up and data maintenance on systems
- Utilising systems including the order management and portfolio management systems
- Fulfilling various reporting and disclosure needs by working with our compliance team
- Deploying operational improvements that propel our wider risk management efforts
- Ensuring investment teams' deadlines are met
- Write and maintain standard operating procedure documentation

Key skills and experience

- A tertiary qualification in a relevant discipline e.g., Finance, Commerce, Accounting or other relevant education
- 1-2 years of relevant experience in a back office or middle office operations role
- Prior reconciliations experience
- Understanding of the trade lifecycle for equities, futures and ideally FX
- Knowledge of global settlement processes
- Previous experience with third party systems vendor management of back office or middle office functions

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