

Operations Analyst – Investment Operations (Trade Services Specialist)

BetaShares is one of Australia's leading managers of Exchange Traded Funds ("ETFs") and related products. ETFs have been one of the fastest growing categories of investment products globally and in Australia over the last decade and the market is set to continue growing strongly in the coming years.

ETFs are traded on the ASX like any share and deliver transparent exposure to a broad range of market indices and asset classes including Australian and international equities, cash, commodities, currencies, income strategies and alternatives.

BetaShares presently manages 60 exchange traded funds with over \$9 billion in assets under management.

Role Summary

We are seeking a bright, enthusiastic and motivated person to join the operations team in a dynamic, growing business. The individual is expected to deliver a high level of transactional service and to contribute substantially in the continuous improvement of the trade operations as it relates to processes and operational efficiencies. The candidate must be able to work effectively within a team, and work independently on individual projects.

The position requires domestic and global markets knowledge and awareness of market exceptions. With regards to risk management, the ability to research and resolve position and trade breaks within tight deadlines is an important facet of the role.

It is expected that the individual will contribute to and deliver on projects as it relates to change activities and new business, and be able to effectively work with the vendor system support and development teams. System testing and validation of business scenarios are also part of the role.

The candidate will also work with related functions, internal stakeholders, and external service providers, and support ad-hoc queries from the portfolio management. The candidate must be able to face off with senior members of the Front Office and Operations management and be able to manage expectations effectively.

The candidate must possess excellent problem solving skills to manage and resolve internal/external issues, including IT related problems, excellent time management with the ability to well under time pressure, the ability to assimilate information, make prompt decisions and share results with colleagues and supervisors. Enthusiasm and self-motivation are key characteristics.

Responsibilities

Your duties will include but will not be limited to;

- Developing an in-depth understanding of the operational processes supporting the BetaShares business.
- Liaising with internal, external stakeholders and system vendors in the requirements, verification, testing and implementation of new systems or system updates.
- Daily processing and review of transactions into front office systems across a range of financial instruments including equities (domestic and global), bonds, derivatives (including collateral management) and FX.
- Security set-up and data maintenance on systems.
- Handling trade instructions with the custodian/administrators.
- Liaising with external parties (custodian and counterparties) to resolve trade capture/confirmation and settlement issues.
- Performing the cash and stock reconciliations and maintaining accuracy within the portfolio management system.

- Assess the effect of pending corporate actions on our portfolios and flag voluntary actions for portfolio managers.
- Managing the cash and unit applications/redemptions processes.
- Acting as a liaison point with various outsourced service providers including the custodian, fund administrator, share registrar and system vendors.
- 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.

The successful candidate will have minimum requirements of:

This is an Investment operations / middle office role which requires an experienced candidate who has strong experience in the fund management, trading firm or custody (or middle office) industry.

- Minimum of 3 years of relevant experience in back office or middle office operations.
- Full understanding of the trade lifecycle for equities and ideally fixed income.
- Knowledge of global settlement processes.
- Past experience with third party systems vendor management of back office or middle office functions is key.
- Established experience as a practiced user in portfolio administration software.
- Working knowledge of trade matching systems (for example CTM OMGEO/Alert, FX matching application, reconciliation application).
- Experience with resolving trade exceptions and managing risk.
- Proven ability to liaise with Senior Management and Portfolio Managers in understanding, documenting and communicating business requirements, issues, risks and actions.
- Demonstrated ability to resolve complicated issues and to advance multifaceted initiatives.
- Excellent verbal and written communication as there is a requirement to liaise with internal and external parties.
- The ability to work under pressure and to tight deadlines.
- Self-starting initiative.

To apply for this role or to find out more information, please email your CV to careers@betashares.com.au. Your interest will be treated with strict confidence.