

Investment Operations Analyst - Back office

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 \$10 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. This is a new role in the team due to growth.

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

The candidate must possess strong problem solving skills to manage and resolve internal/external issues, 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

As you develop within this role your responsibilities will include:

- Developing an in-depth understanding of the operational processes supporting the BetaShares business.
- Write and maintain standard operating procedure documentation.
- Supporting trade operations and other operational tasks as required (trade support, validating and instructing trades, security maintenance, corporate action instructions and management, trade confirmation and settlement issues, ETF creations and redemptions).
- Assess the effect of pending corporate actions on our portfolios and flag voluntary actions for portfolio managers.
- Portfolio reconciliations against custodian accounts, unit holdings and investigation of any issues related to cash (overdrafts, cash reconciliation items).
- Utilising systems including the portfolio management systems.
- Acting as a liaison point with various outsourced service providers including the brokers, 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.
- Assist with monthly and ad-hoc reporting.
- Completing assigned tasks in an effective and efficient manner.
- Investigate and respond to investor queries.

The successful candidate ideally will have:

- A tertiary qualification in a relevant discipline e.g. Accounting, Finance, Commerce or other relevant education.
- Outgoing attitude and personality to comfortably interact with internal and external parties and solidify long-term relationships.

- 2-5 years of previous exposure in the industry within a relevant role in asset management, prime broker, bank, trading/broking firm or administration services provider.
- Desire to be part of a team where no task is too small.
- Curiosity to learn about a wide range of investments and asset manager processes.
- Proven ability to be accurate, efficient and focused on attention to detail.
- Possess a maturity level to be self-directed and responsible for both yourself and your work.
- Strong verbal and written communication.
- Proficient in Excel and a desire to learn VBA.
- Self-starting initiative.
- Excellent verbal and written communication as there is a requirement to liaise with internal and external parties.
- Established experience as a practiced user in portfolio administration software.

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.