

Operations Analyst – Investment Operations

BetaShares is one of Australia's leading managers of Exchange Traded Funds ("ETFs"). 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 35 exchange traded funds with over \$3 billion in assets under management.

Role Summary

Due to an expansion in business and focus on developing and increasing the scale of operations, we are seeking a bright, enthusiastic and motivated person to join the operations team in a dynamic, growing business. The operations team supports all fund related trading activity from the point of trading through to settlement supporting a range of asset classes.

The candidate is expected to contribute substantially to trading operations by handling trade processing, investigating trade and position breaks, working with counterparties, analysing corporate actions and monitoring cash and collateral. The role also includes structuring and analysing post-trade related data to support future decision making and devising streamlined procedures and processes in facilitating continuous process improvement and operational efficiency.

Responsibilities

Your duties will include but will not be limited to;

- Developing an in-depth understanding of the operational processes supporting the BetaShares business.
- Participating in the verification and implementation of new systems and processes as the business grows and launches new products.
- 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 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:

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

- Minimum of 3-5 years of relevant experience in back office or middle office operations.
- Past experience with third party vendor management of back office or middle office functions is key.
- Proven ability to liaise with Senior Management and Portfolio Managers in understanding business requirements.
- Established experience as a practiced user in portfolio administration software.
- Working knowledge of trade matching systems (for example OMGEO, FX matching application, reconciliation application) is an advantage.
- Knowledge of the trade lifecycle.
- 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.
- Strong data analysis and excel skills, ideally programming experience (especially SQL) and or knowledge of VB macro development.
- 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.