

Investment Operations Analyst – Fund Accountant

Fund Accounting, Distributions, & Reporting

- Fast-growing, market leading business
- Broaden your skillset, develop your career
- Incredible culture

About the Role

Summary

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| Title | Investment Operations Analyst - Fund Accountant |
| Team | Investment Operations |
| Manager | Manager, Operations (Fund Administration) |
| Position Type | Permanent, full time |
| Location | Sydney |

About the Role

We're looking for a dynamic and enthusiastic person to join our team as an Investment Operations Analyst and grow their career at Betashares.

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

This role will be instrumental in helping us improve our processes by working collaboratively across Operations, Portfolio Management, Finance, Data and Compliance departments, as well as with external partners. You'll be responsible for liaising with external service providers and tax advisers reviewing and co-ordinating distribution and year end activities; financial statements, and fund valuations. You will also have the opportunity to gain experience in a wide range of Investment Operations functions.

This role involves a variety of daily duties, participation in projects and interacting with stakeholders at different levels of the business.

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 2022, 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.
- Flexible workplace – you'll have the opportunity to work flexibly based on your individual needs and personal circumstances.
- 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 in-depth understanding of the end-to-end operational processes supporting the BetaShares business
- Co-ordinating fund distribution activities and year end processes with external service providers (fund administrator and registrar), auditors and internal parties (portfolio management, compliance, marketing)
- Reviewing distribution and tax calculations
- Review of corporate actions cost base and tax implications
- Working closely with our finance team and auditors in reviewing financial statements for the validation of fund activity
- Monthly coordination of distribution processes, fund expense payments, IAS/BAS funding processes
- Producing and monitoring fund reporting including month-end reporting
- Fulfilling various reporting and disclosure needs by working with our compliance team
- Participating in the verification and implementation of new systems and processes as the business grows
- 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

- Minimum of 3 years of relevant experience in a fund accounting or financial services role in managed funds
- Tertiary qualified in an Accounting (CPA/CA)
- Experience with the preparation and review of fund distributions and financial statements
- Experience in investigating and responding to audit queries
- Proven ability to liaise with Senior Management in understanding business requirements
- Strong attention to detail
- 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
- Experience in VBA and/or Python but not essential
- Self-starting initiative

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.