



BetaShares

Exchange Traded Funds

Assistant Operations Analyst

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. BetaShares presently manages \$5 billion across over 40 funds.

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.

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 with interest in working within financial services ideally operations or middle office related roles and also have an understanding of the function.

It would be highly advantageous if you gained some relevant work experience within operations in previous roles such as reconciliations, trade processing and settlements.

Responsibilities

As you develop within this role your responsibilities will include:

- Developing an in-depth understanding of the operational processes supporting the BetaShares business.
- 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).
- Portfolio reconciliations against custodian accounts, unit holdings and investigation of any issues related to cash (overdrafts, cash reconciliation items).
- Utilising systems including portfolio management system.
- Acting as a liaison point with various outsourced service providers including the custodian, fund administrator, share registrar and system vendors.
- Assist with monthly and ad-hoc reporting.
- Assist with initiatives within the Operations teams
- All assigned tasks are completed in an effective and efficient manner.

The successful candidate will have:

- A tertiary qualification in a relevant discipline e.g. Accounting, Finance, Commerce other relevant education.
- 1-2 years of previous exposure to the industry within a relevant role in asset management, prime broker, investment bank, trading/broking firm or administration services provider.
- High accuracy rates and a high standard of attention to detail
- Strong problem solving skills and the aptitude to learn system flows
- The ability to work under pressure and to tight deadlines
- Strong verbal and written communication as there is a requirement to liaise with internal and external parties.

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.