



BetaShares

Exchange Traded Funds

Investment Operations Analyst/Fund Administration

Fund Accounting, Unit Pricing, Fund Reporting and Distributions

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 to join the investment operations team in a dynamic, growing business.

As part of a newly created function, the successful candidate will work closely with portfolio management, back office administration teams and external service providers to improve and develop this function. To support this role you will ideally have experience in unit pricing, fund accounting and distributions.

Responsibilities

Your duties will include but will not be limited to;

- Developing an in-depth understanding of the operational processes supporting the BetaShares business.
- Updating of the daily procedures, workflows and management of initiatives to improve and develop control functions.
- Maintaining the accuracy of written procedures and processes.
- Reconciliation of the NAV (security valuations, fee accruals, receivables and liabilities) and oversight of timely and accurate NAV calculations on a daily and monthly basis.
- Reviewing prices against benchmarks and expected returns and follow up of any exceptions.
- Portfolio reconciliations against custodian accounts.
- Producing and monitoring fund reporting including month-end reporting and disclosure requirements.
- Reviewing distribution calculations and tax (ATO BAS/IAS).
- Reviewing financial statements in the validation of fund activity.
- Ensuring all reporting meet compliance requirements and monitoring compliance reports as required.
- Supporting trade operations and other operational tasks as required (trade support, security maintenance, corporate action instructions and management, confirmation and settlement issues, cash flow management, ETF creations and redemptions).
- Utilising systems including portfolio management system.
- Supporting adhoc projects and be available to respond to queries from portfolio management, Finance and other BetaShares teams.
- Acting as a liaison point with various outsourced service providers including the custodian, fund administrator, share registrar and system vendors.
- 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.

The successful candidate will have:

- Minimum of 3-5 years of relevant experience in a fund accounting or financial services role in managed funds.
- Tertiary qualified in an Accounting or Finance (CPA/CA not essential) or other relevant education.
- Required work schedule on an AM/PM rotational basis (across 7.30am-7.30pm). Flexibility supported to work remotely outside of ordinary hours.
- Proven ability to liaise with Senior Management in understanding business requirements.
- Established experience as a practiced user in portfolio administration software.
- 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.
- 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.