

## 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 \$6 billion across over 50 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 the 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 in an operations role.

### 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 the portfolio management systems.
- 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.
- Completing assigned tasks in an effective and efficient manner.

### 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.
- 1-2 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.

To apply for this role or to find out more information, please email your CV to [careers@betashares.com.au](mailto:careers@betashares.com.au). Your interest will be treated with strict confidence.