



POSITION DESCRIPTION

Position Classification and Title:	APS5/6 Market Operations Analyst
Tenure:	Ongoing, Full-time
Direct Reports:	Nil
Reports To:	Manager – Market Operations
Salary:	APS5 \$92,118 – \$115,148 per annum plus 15.4% superannuation APS6 \$112,590 – \$140,737 per annum plus 15.4% superannuation
Location:	Canberra (2600) or Sydney (2000) ¹
Security Level:	Baseline
Contact Officer:	Samantha Rowe – 02 6263 1111
Applications Close:	11:59pm AEST Tuesday, 13 May 2025
Qualifications:	Degree qualification or equivalent in commerce, finance, banking or a related discipline from a recognised tertiary institution is mandatory.
Experience:	Experience in a financial markets or treasury function with an exposure to securities settlement or operations field is desirable.

Role Overview:

The Market Operations Unit is a part of the Operations Group, comprised of two business units. The Group is accountable for the delivery of accounting and back-office security operational activities. The Market Operations Unit is responsible for completing the settlement and management of obligations for Australian Government Securities (AGS) and securitised products. In addition, the Market Operations Unit administers the wholesale and retail registries for the Commonwealth's debt securities and manages the financial arrangements associated with specific Commonwealth-State agreements.

Work in this Unit is mission-critical to the government financing task. Daily operations require working to strict deadlines to effect security transactions (for example exchange of cash for bonds for AOFM's market transactions, meeting AGS interest and maturity payment obligations, and processing the securitisation portfolio transactions). The Market Operations Unit has responsibility for administering the retail exchange traded Australian Government Bond Facility and managing arrangements with a cross section of service providers.

The Market Operations Analyst is expected to work with the various industry systems in both wholesale and retail elements of the business, including the Clearing and Settlement System (Austraclear) and the Treasury management system (Quantum). They will also interact with key external contacts at counterparties, the Reserve Bank of Australia, the Australia Securities Exchange, and the Registrar. The Market Operations Analyst will conduct wholesale and retail registry settlement activities and manage financial arrangements associated with specific Commonwealth-State agreements. They are responsible for supporting the Manager Market Operations for the ongoing relationship management of the registry arrangement and facilitating the strategic direction of the Unit. In addition to day-to-day functions, the Market Operations Analyst will act as the lead on small projects associated with new products or business improvement.

¹ As the broader Market Operations Unit is located in Canberra, candidates located in Sydney must be able to demonstrate considerable relevant experience and the ability to work autonomously.



Key Activities:

It is important to the success of the Market Operations Unit that staff are flexible and responsive with respect to task execution. Tasks will vary depending on Unit priorities but may include:

- settlement of security transactions and corporate actions;
- analysis of transactional information or registry data;
- liaising with service providers and responding to investor enquiries;
- representing the agency by promoting its interests at community and cross-agency levels;
- relationship and risk management for the registry arrangement, supported through developing and supporting complex relationships with internal and external stakeholders;
- using Excel, database, Power BI and other software products to record, review, analyse or reconcile financial transactions;
- support for the Manager, Market Operations role as required;
- monitoring and anticipating problems or changes in the broader work environment that may impact on work objectives, providing accurate and specialised advice and contributing to issues management;
- maintaining professional knowledge and continuing to develop knowledge and expertise in relation to professional skills and professional regulatory requirements;
- providing quality outputs for the team including the development of professional and/or technical expertise. Conduct regular quality assurance of work area processes and conduct reviews for peers and lower classification levels;
- project work linked to Unit or broader AOFM operations;
- involvement in system improvements or acquisitions;
- propose and facilitate innovation initiatives and contribute to business improvement strategies and to change in workplace practices;
- prepare procedural or technical manuals and guidelines for clearance by the Manager, Market Operations;
- other duties as directed.

Skills and experience

To be successful in this role, you will have:

- Understanding of, and/or experience in, the financial markets for disciplines such as settlements, operations, treasury or registry;
- A demonstrated ability to be able to work with independence, and make decisions subject to limited direction against established priorities, practices, and methodologies to deliver quality outcomes that have a medium to high level impact on the work area;
- Demonstrated experience in, and/or understanding of settlement functions for financial instruments such as debt securities, securitisation or fixed income;
- Highly developed communication skills including a demonstrated ability to effectively deal with a range of internal and external stakeholders and a demonstrated ability to negotiate to achieve good organisational outcomes;
- A demonstrated ability to work collegiately as a member of a team including experience in effectively contributing to a positive team culture and planning activities.



Market Operations Analyst

Position No:	MOP-01	APS Classification:	APS5/6
Group:	Operations Group	AOFM Band:	AOFM 2

SELECTION CRITERIA

1. Ability to work with numerical data and financial instrument information to deliver outputs with a high level of accuracy.
2. Ability to work in a small team and manage competing demands to meet team goals.
3. Ability to negotiate and liaise with stakeholders, maintain and develop relationships.
4. Ability to communicate technical information effectively (verbally and in writing).
5. Quality of experience and education relevant to the role.

HOW TO APPLY

Please email your application to recruitment@aofm.gov.au including:

- Your resume
- Your statement of claims against the Selection Criteria (**no more than 750 words**). Please indicate what level classification you are applying for (APS5, APS6 or both) and your preferred working location (Canberra or Sydney) within your statement of claims.
- A completed [Candidate Form](#)

CONTACT OFFICER

Samantha Rowe – 02 6263 1111 or recruitment@aofm.gov.au

APPLICATIONS CLOSE

11:59pm AEST Tuesday, 13 May 2025

ASSESSMENT

Applications for this position may be assessed through interview, referee reports, and/or work tests (including written and technical testing).

MERIT POOL

At the conclusion of the selection process a merit pool will be established. This merit pool may be used to fill the same or similar vacancies across the AOFM and broader APS and will be valid for 18 months from the date the job advertisement appeared on APS Jobs. Future vacancies that may be filled from the merit pool may be located in other Australian capital cities or remotely.

RELOCATION ASSISTANCE

Financial relocation assistance may be offered to the preferred candidate for this position where they are required to relocate for the purposes of accepting a role with the AOFM.

Please note: Flextime arrangements are not included in the [AOFM Enterprise Agreement 2024-2027](#).