

ASX POSITION DESCRIPTION

ADVISER, LISTINGS

ASX “All Roles Flexible”	
ASX offers mutually beneficial flexible working arrangements for all roles. We recognise that employees need to balance work and personal lives.	
Adviser, Listings	
ASX Opportunity Snapshot	What’s On Offer
Role: Adviser	As Adviser, oversee a portfolio of listed entities: <ul style="list-style-type: none">• helping to protect the integrity and reputation of the ASX market by delivering effective compliance outcomes; and• professionally and efficiently assisting your listed entities to comply with their obligations under the ASX Listing Rules
Reports to: Manager, Listings Compliance Perth	
Budget: N/A	
Team: Listings Compliance Perth	
Date: May 2017	
Location: Perth, WA	
Flexible Role: Yes	

What you’ll do:

- Oversee a portfolio of listed entities assigned to you as Adviser
- Help protect the integrity and reputation of the ASX market by diligently:
 - reviewing announcements and periodic filings made by your listed entities for compliance with the Listing Rules
 - identifying potential disclosure issues and administering price query and aware letters, facilitating trading halts and voluntary suspensions, and recommending to your manager the imposition of mandatory suspensions, as required
 - reviewing draft documents lodged by your listed entities for review under the Listing Rules for conformity with ASX’s requirements
 - reviewing applications by your listed entities for approvals or waivers under the Listing Rules for conformity with ASX policy
 - investigating allegations or complaints of non-compliance by your listed entities



- identifying, escalating and resolving any potential breach of the Listing Rules by your listed entities
- reviewing listing and quotation applications for conformity with ASX's requirements
- conducting ad hoc or periodic reviews into compliance with particular Listing Rule requirements
- identifying any potential significant breach of the Corporations Act or Listing Rules for referral to ASIC
- communicating and co-operating with ASIC on matters of shared regulatory concern in a professional and timely manner
- Professionally and efficiently assist your listed entities to comply with their obligations under the ASX Listing Rules by:
 - responding promptly and in a helpful and courteous manner to Listing Rule enquiries by your listed entities and their advisers
 - meeting with your listed entities and their advisers from time to time to establish a good working relationship with them with a view to delivering effective compliance outcomes
 - diligently reviewing draft documents lodged by your listed entities for review under the Listing Rules
 - diligently processing applications by your listed entities for approvals or waivers under the Listing Rules
 - working co-operatively with colleagues in the Market Announcements Office to process market announcements by your listed entities in a timely manner
 - working co-operatively with colleagues in Listings Operations to process corporate actions, requests for trading halts and suspensions for your listed entities in a timely manner
 - diligently processing listing and quotation applications assigned to you and guiding applicants through the listing and quotation process
- Attend and participate in meetings of the National Listing Committee to gain an understanding of the policy considerations involved in the Committee's listing, quotation and waiver decisions
- Develop a good knowledge of the Listing Rules and their application
- Develop a good understanding of the role of equity markets, including capital raisings, mergers and acquisitions, corporate restructures and other corporate activities
- Develop the ability to analyse complex corporate transactions for compliance with the Listing Rules
- Develop the ability to understand and analyse financial reports for compliance with the Listing Rules
- Assist other members of Listings Compliance in the performance of their functions, as and when needed



- Undertake any other work assigned to you by your Manager

What you've done:

- A tertiary qualification in law, accounting, finance, business, economics or related disciplines
- Relevant industry or professional experience

And if you've got some of this, even better:

- Good oral / written communication skills
- Good analytical and problem solving skills
- Good negotiating and influencing skills
- Good presentation skills
- Knowledge of the resources industry

What you need to enjoy and be good at for this role:

- Able to work effectively and co-operatively in a team environment
- Able to command respect from peers, managers and internal and external stakeholders
- Able to manage the pressure of urgent matters and competing priorities
- Able to manage difficult conversations with listed entities and their advisers regarding non-compliance with the Listing Rules
- An enquiring mind and the determination to push back when information or explanations provided by listed entities appear inadequate
- Unquestionable integrity
- Objectivity and fairness
- An eye for detail and a concern for quality

Hear what your future colleagues think about working at ASX

<http://www.asx.com.au/about/benefits.htm>

