

Admissions Adviser (12 month maximum term)

ASX Position Description

ASX “All Roles Flexible”

ASX offers mutually beneficial flexible working arrangements.
We recognise that employees need to balance work and personal lives.

ASX Opportunity Snapshot		What’s On Offer
Role:	Admissions Adviser	Oversee a portfolio of applicants seeking admission to the ASX official list and: <ul style="list-style-type: none"> • help protect the integrity and reputation of the ASX market by ensuring that only applicants who meet ASX’s listing standards are admitted to the official list • enhance the reputation of ASX as a listing venue by professionally and efficiently processing listing applications and assisting applicants and their advisers to navigate the admission requirements in the Listing Rules
Reports to:	Manager Admissions Sydney	
People Management:	N/A	
Budget:	N/A	
Team:	Listings Compliance	
Date:	June 2019	
Location:	Sydney, NSW	
Flexible Role:	Yes	

What you’ll do:

- Oversee a portfolio of applicants seeking admission to the ASX official list with a focus on a particular sector such as resources / information technology and telecommunications / health and biotechnology
- Help protect the integrity and reputation of the ASX market by diligently:
 - assessing applications for in-principle advice about the suitability of an entity for admission to the official list;
 - assessing applications for admission to the official list for compliance with the Listing Rules and ASX’s listing standards
 - identifying, escalating and resolving potential disclosure issues in listing prospectuses and PDSs
 - reviewing approvals or waivers under the Listing Rules being sought by applicants for admission for conformity with ASX policy
 - identifying any potential significant breach of the Corporations Act or Listing Rules by an applicant for admission and referring it to ASIC
 - communicating and co-operating with ASIC on matters of shared regulatory concern in a professional and timely manner
- Enhance the reputation of ASX as a listing venue by professionally and efficiently processing listing applications and assisting applicants to navigate the admission requirements in the Listing Rules, including:
 - meeting with potential applicants for admission and their advisers and explaining the admission process
 - responding promptly and in a helpful and courteous manner to enquiries by applicants for admission and their advisers;
 - diligently processing listing applications and applications for waivers or in-principle advice by applicants for admission

- working co-operatively with colleagues in the Market Announcements Office to process market announcements by or concerning applicants for admission in a timely manner
- working co-operatively with colleagues in Listings Operations to facilitate the admission of a successful applicant and the quotation of its securities in a timely manner
- 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 structures for compliance with the admission requirements in the Listing Rules and ASX's listing standards
- Develop the ability to understand and analyse financial reports for compliance with the admission requirements in the Listing Rules and ASX's listing standards
- Develop your knowledge of the sector allocated to you
- 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:

- Some knowledge of the Listing Rules
- Good negotiating and influencing skills
- Good presentation skills
- Knowledge of the resources / information technology and telecommunications / or health and biotechnology sector

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

- Good oral / written communication skills
- Able to work effectively and co-operatively in a team environment
- Able to manage the pressure of urgent matters and competing priorities
- An enquiring mind and the determination to push back when information or explanations provided by applicants for admission appear inadequate
- Unquestionable integrity
- Objectivity and fairness
- An eye for detail and a concern for quality