

SKILLS FRAMEWORK FOR FINANCIAL SERVICES					
SKILLS MAP - HEAD OF CLIENT INVESTMENT PERFORMANCE AND REPORTING					
Sector	Financial Services				
Track	Operations				
Occupation	Investment Performance and Reporting Analyst				
Job Role	Head of Client Investment Performance and Reporting				
Job Role Description	<p>The Head of Client Investment Performance and Reporting is responsible for overseeing the investment performance and analytical reporting process. He/She evaluates overall portfolio performance based on analyses put together by the teams he leads, ensuring quality, validity and accuracy of performance calculations and benchmark valuations. He is then responsible for presenting these to various stakeholders such as fund investors and advisors. He also regularly reviews and modifies reporting processes and procedures for efficiency.</p> <p>The Head of Client Investment Performance and Reporting has a strong grasp of portfolio performance analysis and valuation techniques, championing best practices and methodologies to ensure efficiency and accuracy of his team's work. He excels at interpreting quantitative data and is highly analytical and logical so as to accurately assess portfolios' performances.</p>				
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions	Gather data for portfolio performance analysis	Key Tasks		
			Endorse sources of data to be used in portfolio performance assessment		
			Oversee historical portfolio performance calculation processes		
	Analyse portfolio performance	Evaluate impact of identified abnormalities on portfolio performance	Lead strategies for selection of valuation techniques and methodologies	Ensure quality assurance of overall portfolio and benchmark valuations, risk-return calculation methodologies and synchronisation to agreed investment strategies, styles and objectives	
		Establish procedures to ensure risk figures are in accordance with industry regulatory requirements and customer investment management agreements	Oversee overall portfolio performance and interpretation of results		
		Report portfolios' performance	Evaluate overall portfolio performance through daily, weekly or monthly fund management updates and analysis	Evaluate portfolios' performances and portfolio analytics to be used in customer reports	
		Establish and lead best practices to ensure all customer queries relating to performance analysis and benchmark data are addressed	Establish strategic positioning of marketing presentations and client reports		
	Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
		Asset and Liability Management	Level 5	Leadership	Advanced
		Attribution Analysis	Level 5	Decision Making	Advanced
		Behavioural Finance	Level 5	Computational Thinking	Advanced
		Benchmarking	Level 5	Problem Solving	Advanced
Business Process Re-engineering		Level 5	Digital Literacy	Advanced	
Capital Expenditure and Investment Evaluation		Level 5			
Continuous Improvement Management		Level 5			
Data Collection and Analysis		Level 5			
Data Governance		Level 5			
Disruption Management		Level 6			
Ethical Culture		Level 5			
Financial Modelling		Level 5			
People Performance Management		Level 5			
Portfolio and Investment Risk Management		Level 5			
Regulatory Compliance	Level 5				

	Regulatory Risk Assessment	Level 5		
Programme Listing	For a list of Training Programmes available for the Financial Services sector, please visit: www.skillsfuture.sg/skills-framework/financial-services			

The information contained in this document serves as a guide.