

SKILLS FRAMEWORK FOR FINANCIAL SERVICES				
SKILLS MAP - CLIENT INVESTMENT PERFORMANCE AND REPORTING ANALYST				
Sector	Financial Services			
Track	Operations			
Occupation	Investment Performance and Reporting Analyst			
Job Role	Client Investment Performance and Reporting Analyst			
Job Role Description	<p>The Client Investment Performance and Reporting Analyst is responsible for accurate and timely delivery of portfolio performance analysis reports. He/She monitors performance indicators for investment portfolios, calculates investment returns and interprets performance statistics in order to evaluate the organisation's investment performance. He is also responsible for verifying and checking calculations for abnormalities and compliance with regulatory requirements and customer investment management agreements.</p> <p>The Client Investment Performance and Reporting Analyst enjoys working with numbers and statistics. He possesses strong analytical and problem-solving capabilities to derive valid conclusions on portfolio performances.</p>			
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions	Key Tasks		
	Gather data for portfolio performance analysis	Identify appropriate benchmarks and data sources for portfolio performance assessment		
		Gather data to be used in calculation of historical portfolio performance		
		Check data gathered for performance history calculation for any abnormalities		
	Analyse portfolio performance	Calculate portfolio performance using indicators and valuation techniques		
		Analyse portfolio and benchmark's historical performance		
		Verify if portfolio performances and risk figures are in accordance with industry regulatory requirements and customer investment management agreements, escalating deviations where necessary		
		Attribute differences of risk-return in portfolios and benchmarks by taking into account industry outlook, market factors and other drivers		
	Report portfolios' performance	Monitor the movement of value of performance indicators continuously to ensure it is calculated and reported appropriately		
		Prepare daily, weekly or monthly fund management update on portfolios' performances and analysis		
		Produce performance and portfolio analytics for use in customer reports		
		Manage customer queries relating to performance analysis and benchmark data		
			Develop marketing presentations and client reports	
Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Asset and Liability Management	Level 4	Communication	Advanced
	Attribution Analysis	Level 4	Interpersonal Skills	Advanced
	Behavioural Finance	Level 4	Teamwork	Advanced
	Benchmarking	Level 4	Problem Solving	Intermediate
	Business Process Re-engineering	Level 4	Digital Literacy	Intermediate
	Capital Expenditure and Investment Evaluation	Level 4		
	Continuous Improvement Management	Level 4		
	Data Collection and Analysis	Level 4		
	Data Governance	Level 4		
	Disruption Management	Level 5		
	Ethical Culture	Level 4		
	Financial Modelling	Level 4		
	People Performance Management	Level 4		
Portfolio and Investment Risk Management	Level 4			

	Regulatory Compliance	Level 4		
	Regulatory Risk Assessment	Level 4		
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.