

TITLE: Performance Analyst
LOCATION: London
SALARY: Competitive
REFERENCE: CpAm

Our client is a leading asset management and securities services company, uniquely focused to help clients manage and move their financial assets and succeed in the rapidly changing global marketplace.

Their Performance & Risk Analytics Department produces a variety of reports and services based on performance, attribution, compliance monitoring and advanced risk analytics. They are currently looking for a number of performance professional to join the department.

Key Role and Responsibilities

- Verify and load accounting data to the performance system.
- To assume responsibility for the production and delivery of performance reports to Bank's clients ensuring accuracy and timeliness.
- To provide support to operations managers.
- Assist in product development and any ad-hoc tasks.
- Carry out relevant admin and reporting duties.
- Completion of Performance and Analytics reports with high level of accuracy and timeliness.
- The ability to use quantitative techniques and/or call upon a knowledge of investment uncover possible anomalies in performance and/or analytics data and apply these to specific client circumstances.
- Assist in managing the client relationship.
- Assist in project work as and when required.
- Start to develop an understanding of products outside the generic performance and analytics package.
- Demonstrates excellent understanding of the relationship between Investment Fund Accounting reports and Performance Measurement.
- Demonstrates knowledge of differing clients, capital markets and instruments used in the investment world.

The successful candidate will also be involved in the following processes & analysis:

- Download and verify data from accounting system and upload to the performance system within specified timescales.
- Process returns and review the rate of returns for accuracy and reasonability.
- Maintenance of client requirements and provision of reports as provided for by these client requirements
- Maintaining benchmark information pertaining to designated account allocation.
- Participation in change management activities as assigned (e.g. restructures, new benchmarks etc).
- Produce Daily, Weekly, Monthly and Quarterly performance reports. Review the reports for accuracy and presentation. Assume responsibility for the delivery of performance reports to clients in a timely and accurate manner.
- Liaison with data providers, colleagues and clients on issues and initiatives relating to the quality and timeliness of data and the content of the reports.
- Effective and timely handovers of work in progress to other teams as appropriate.
- Active engagement in production monitoring and quality assurance processes.

The Ideal candidate will have the following skills and attributes:

- Degree, IMC or other securities qualification.
- Thorough understanding of securities and investments.
- Knowledge of performance measurement methodology and fund accounting.
- Proficiency in basic Microsoft packages including Word and Excel.
- Proficiency in report writing and problem analysis.
- Excellent numerical skills and a high degree of attention to detail.
- Capable of strong self-motivation and self-assurance.
- Ability to work as part of a team.
- Ability to work under pressure.
- Good inter-personal and communication skills.