Downloaded from <https://www.velvetjobs.com/job-descriptions/client-reporting-analyst>

# Example of Client Reporting Analyst Job Description

Our innovative and growing company is searching for experienced candidates for the position of client reporting analyst. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for client reporting analyst

* Liaise with various teams to gather client / fund information as required
* Adhere to control procedures for external reporting and maintain the standard accuracy of the process
* Managing stakeholder expectations with an approach to enhance the process
* Ensure adherence of procedures to complete task in an accurate and timely manner
* Production of monthly and quarterly customised reports in excel format
* Setting up report templates and building validation rules
* Review client portolios for data exceptions and liaise internally with internal functional teams to resolve
* Participate in global project, taking a lead role where required
* Liaison with internal reconciliations department to ensure timely resolution of reconciliation items relating to all cash and stock breaks
* Lead or represent the team on medium projects

## Qualifications for client reporting analyst

* Bachelor/MSc degree
* Prior relevant work experience for 1-2 years, ideally in the operations group of a large hedge fund or asset management firm
* Conceptual understanding of the Fixed Income terminologies & markets would be preferable
* Formal qualifications in Business Analysis
* Minimum experience Min 3+ years experience in Financial Services environment
* MBA / Graduate with 4+ years of experience in financial / client service / reporting industry