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

# Example of Client Reporting Job Description

Our company is hiring for a client reporting. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for client reporting

* Participate and sometimes manage mailing projects
* Participate in the monthly statement production process, Beta Data review and Statement review
* Create access queries and reports for data analysis of transmission files
* Participate in testing various projects impacting the team
* Work closely with our Performance, Writers and Creative Services teams in the preparation and distribution of firm's global institutional client reporting packages and fund fact-sheets
* Participate and often manage mailing projects
* Managing team of 8-10 people and strong stake holder management
* Create and maintain the Securities Registration Statement, Securities Report and Prospectuses for public offering funds (62 funds as of the end of March 2016) (Please be noted that Fund Financial Statement and other data within those documents are not included in our responsibility)
* In case of Material change in Trust deed, plan the fund voting process, set up the time line and prepare the necessary documents, such as public notice, shareholders report and FSA filing documents
* Coordinates and manages strategic client and internal projects

## Qualifications for client reporting

* Familiar with client reporting
* Prepare monthly and quarterly reports for large Defined Benefit Plan Sponsors and advisors utilizing data from multiple sources
* Review internal reports on a monthly basis and communicate results
* Identify process breakdowns, propose solutions to remedy and work with business partners to implements solutions
* Partner to create open and ongoing communications to keep workflow running smoothly between internal business partners and service providers
* Play a key role in the on-going development and service model improvement initiatives with customers and internal partners