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

# Example of Commission Analyst Job Description

Our innovative and growing company is looking to fill the role of commission analyst. 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 commission analyst

* Handle and analyse the claw backs
* Create and adjust dealer codes
* Participate in local meetings (video conference or face-to-face) to ensure data quality and support new initiatives
* Transfer invoices and credit notes received via e-mail to verify with the usage of the collector
* Manage financial agreements and trading and research relationships with external brokers and vendors
* Responsible for the implementation and ongoing maintenance of research/commission management systems
* Develop communications and processes for valuing research, client reporting, RFP questionnaires and regulatory requests
* Provide regular updates to Trading Desks as to the progress of the commission budget, at the team and strategy level
* Setting up and maintaining client/distributor payment records
* Reviewing holdings, gross fees and commission accruals on a monthly basis

## Qualifications for commission analyst

* Analytical and highly numerate, able to grasp data relationships and turn them into business intelligence information
* Self-starter, and fast learner who can implement process changes
* Self-motivated, enthusiastic, and emotionally resilient
* Service orientated with strong communication skills
* Highly organised with the ability to work independently
* Ability to interpret and audit complex airline contract terms and ticketing requirements