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# Example of Measurement Analyst Job Description

Our innovative and growing company is hiring for a measurement analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for measurement analyst

* Communicate clearly and concisely in a timely fashion to clients, management and other team members
* Ensure quality and accuracy of daily, monthly and quarterly performance returns, those for specific periods
* Prepare daily and monthly composite returns for assigned portfolios
* Perform timely and accurate reconciliations to support performance calculation and reporting
* Conduct problem and error resolution on a timely basis (with documentation)
* Coordinate activities (enhancements / fixes ) with internal technical support and product teams outside vendors and service providers (e.g., Advent Software, First Rate)
* Ensure adequate testing of and preparation for all technology upgrades
* Executing repeatable core business processes and or technical transactions
* Focus on efficiency, first time quality and overall continuous process improvement
* Will work with other functional teams to access and understand data to be analyzed and to identify process improvement opportunities

## Qualifications for measurement analyst

* Graduate degree in quantitative finance, mathematics, statistics, computer science, economics, science or MBA
* Principles of interest rate risk management including asset and liability management
* Using computer tools for data retrieval and analysis, in particular Excel
* Establishing an efficient, new organizational function to support US Basel III RWA reporting
* Conducting "deep dive" analysis on the identification of data sources, parameters, methodology treatment, control issues
* Supporting Internal and External Audit reviews and ad hoc queries related to RWA