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# Example of Senior Analyst, Performance Job Description

Our innovative and growing company is searching for experienced candidates for the position of senior analyst, performance. 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 senior analyst, performance

* Ensure the accurate and timely production of performance reporting
* Oversee/manage the calculation of performance by Russell's vendors and ensure an appropriate level of service delivery in line with agreed service levels and KPIs
* Compare, contrast and reconcile the salient factors behind multiple in performance returns
* Responsible for creating electronic surveys and compiling results
* Develop / enhance presentations and other communications materials in response to ad hoc requests
* Supports workflow process improvement initiatives across all services in FSS
* Assist with the consolidation and running of the monthly FSS scorecard for senior management
* Productivity / process improvement where you will develop / implement simple to medium complexity process improvements
* Benchmarking support utilizing data from multiple sources including Call Center, financial, lease data
* Performance Measure SA will work with the team to help evaluate current state of the standards, matrices, structures, and processes for planning, monitoring and evaluation of OI&T's performance management system

## Qualifications for senior analyst, performance

* 4-6 years performance analysis experience in an asset manager, custodian or out sourced service provider
* Strong control mindset and understanding of performance attribution in asset management
* Prepare and distribute templates to LFOs, and revenue/expense shared services teams
* Compile responses for significant variances from revenue and expense teams
* Review responses and follow up on items
* Distribute finalized product to Managing Director, Performance Management, LFOs, and Revenue/Expense Shared Services team to review with CFO, Canadian P&C