



Example of Analysis & Reporting Job Description

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Our company is searching for experienced candidates for the position of analysis & reporting. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for analysis & reporting

- Enhance the content and create intuitive designs/layouts for company financial presentations
- Assist with analysis, due diligence, evaluation of potential mergers, joint-ventures and divesting opportunities
- Provide modeling and ad-hoc requests related to these activities
- May provide direct support to Department Head in making strategic recommendations and decisions
- Perform reporting and complex operational analysis for compliance & customer satisfaction in the CSC (Customer Service Center)
- Prepare and analyze complaint reporting on a daily, weekly & monthly basis
- Subject matter expert on CSC complaint process and procedures
- Liaison to the Operations team on ensuring data integrity and identifying optimization opportunities
- Ability to derive root cause analysis from multiple data sources and the ability to communicate those to upper management
- Performs data collection, analysis, validation, cleansing, and reporting

Qualifications for analysis & reporting

- Expertise in fund industry research and analytical tools required
- Knowledge in Funds Management functions – due diligence, '40 Act, subadvised and other investment structures/regulations

analytic tools)

- Advanced Business Degree (MBA or equivalent)
- 3+ years of experience in management consulting, Chief of Staff, Strategic Assistant or other comparable Strategy role
- Quantitative / data-driven problem-solving skills