



Reporting Services Analyst – 12 Month Contract

The Role

We are recruiting for a recent graduate or an experienced Reporting Analyst to join Record. As an Analyst, you will play a crucial role in taking responsibility for supporting and facilitating the team to provide a high quality reporting service on all client portfolios. The Reporting Services team together are responsible for; (a) accurately updating databases by collecting and uploading data from various sources, (b) compiling reports for internal distribution, as well as regular monthly reports to be distributed to clients across all product types, and (c) reconciliation of performance with third parties by providing supporting documents and information as required.

Record Currency Management

Record Currency Management is an established, independent currency manager, managing approximately £56.61bn (as at 31 December 2020) in client currency exposures. Our clients are largely institutions, including pension funds, charities, foundations, endowments, and family offices. Record's services include bespoke currency hedging, currency for return and additional currency solutions and consulting services.

You will be offered a package including salary, pension and holiday. In addition to this, some further examples of how we take care of our employees include our monthly massages, free fruit and snacks, company lunches and celebrations, weekly fitness classes, and after work events such as drinks or games tournaments.

Key Responsibilities

Some of the initial day-to-day responsibilities will include:

Data Management

- Capturing various types of data on a daily, weekly, and monthly basis, to be uploaded into Record's internal databases named 'ROMP' and 'Calypso'.
- Collecting accurate data on interest rates, WM Rates, and volatility prices, live FX rates, credit ratings, net asset values of funds.

Reporting

- For internal purposes, compiling reports on performance and risk. Specifically, reports focus on the performance of funds and strategies, and the risk in terms of cash exposures, mark-to-market exposures, and counterparty exposures. The team is also responsible for the timely production and distribution of information feeds used by the Investment Management Group.
- For external purposes, producing reports for clients and their representatives. These include daily and weekly valuation reports, monthly reports on valuation, transactions, cash flows, and counterparty exposures, and performance level reports.

Required Profile

- Strong analytical, numerical, and problem-solving skills.
- Excellent attention to detail.
- Excellent communication skills, works well both in a team and independently.
- MS Excel.

Please apply via this link <https://recordcm.peoplehr.net/Pages/JobBoard/Opening.aspx?v=7def5437-948b-4913-b222-3cf30cbaf1f6>

Start date: ASAP

Closing date: 15th April 2021