

Technology and Operations > Trade Processing

Title	Provide trade statement reporting services
Code	106788L3
Range	Providing account statements with summary of transactions. This applies to different types of accounts for private banking clients.
Level	3
Credit	3 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Understand statement reporting services of the bank <p>Be able to:</p> <ul style="list-style-type: none"> • Demonstrate basic understanding in the statement and reporting services offered by the bank in order to identify the job requirements • Understand the established procedures and operating systems in statement generation in order to carry out the job independently 2. Generate statement to clients <p>Be able to:</p> <ul style="list-style-type: none"> • Understand clients' needs on reporting (e.g. frequency, real-time online access, multicurrency reporting) • Generate standards statements or customized reports according to clients' needs • Arrange and monitor delivery of client statements in different channels (paper statements, e-statements) • Provide analysis and consolidation of accounts activities (financial data, transaction, trends) upon requests 3. Retain and retrieve of statements <p>Be able to:</p> <ul style="list-style-type: none"> • Maintain records for clients for tax reporting and financial accounting purposes • Retain required records in accordance with applicable rules and regulations • Provide clients with required information / documents upon requests
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Provision of account statements and other reports in accordance with the bank's procedures and clients' requests.
Remark	