

Specification of Competency Standards of the Insurance Industry

Unit of Competency

Functional Area: Operational Support & Services

Title	Manage investment reports
Code	105596L5
Range	This unit of competency is applicable to those who are responsible for managing investment reports. It involves maintaining investment records, producing investment reports in required formats, and monitoring financial ratios.
Level	5
Credit	4 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Possess knowledge in managing investment reports <ul style="list-style-type: none"> • Fully aware of regulatory requirements in respect of the insurance industry, including all of the relevant ordinances and statutory regulations; guidance notes and circulars issued by the regulators; industry standards, guidelines and codes of practice issued by industry bodies • Fully aware of the formats, timing and forms of investment reports required by regulatory bodies • Comprehend company profitability, reserve and solvency policy • Comprehend corporate investment strategies • Comprehend company long- and short-term investment strategies, return requirement and risk objectives • Possess investment reports management techniques 2. Manage investment reports <ul style="list-style-type: none"> • Consolidate up-to-date investment records • Analyze investment records to identify any non-compliance and/or potential non-compliance • Analyze discrepancies between expected and actual returns and risks • Keep track of investment performance, financial ratios and investment mix • Produce regular investment reports for internal monitoring • Produce investment reports in required formats, timing and forms to meet regulatory requirements 3. Manage investment reports in a timely and accurate manner, and in accordance with company procedures <ul style="list-style-type: none"> • Maintain complete and updated investment records to determine non-compliance activities • Monitor investment performance, financial ratios and investment mix • Prepare investment reports in prescribed formats in accordance to regulatory requirements for internal monitoring.
Assessment Criteria	<p>The integral outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Able to consolidate investment records to facilitate the inspection and identification of non-compliance behavior • Able to analyze discrepancies between expected and actual returns and risks • Able to produce comprehensive investment reports to relevant personnel in accordance to regulatory requirements and predefined formats.
Remark	This unit of competency is also applicable to general insurers, life insurers and broker.