



## Career Opportunity

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### Swan Life Ltd has an excellent opportunity for an Actuarial Analyst

#### Main accountabilities include

- Check quality of data for pension scheme valuation and liaise with administrator of pension scheme to resolve any queries
- Perform pension scheme valuation
- Draft actuarial valuation reports/funding advice
- Perform accounting disclosures for pension scheme
- Assist with life office valuation
- Respond to technical queries from policyholders
- Provide actuarial support to other departments
- Analyse large sets of data from past years and present information in a concise manner (i.e. data mining)
- Develop monitoring reports for various lines of business
- Form part of a team working on ad-hoc projects
- Extract and manipulate large volumes of data from various databases

#### Essential qualifications, experience and expertise

- Degree in Actuarial Science or
- Degree in Mathematics or Statistics in combination with Finance/Economics or
- Degree in Finance or Economics or Operational Research but with strong analytical exposure
- Minimum of 1-2 years' working experience in the insurance industry particularly in pensions
- Have a strong numerical background and logical thinking mind
- Have an inquisitive mind and be able to perform market research
- Have excellent interpersonal skills in view of developing relationships with both internal and external clients
- Be able to work in a team and come up with remedial and innovative solutions
- Be client-focused at all times
- Be able to meet tight deadlines and work overtime
- Be willing to learn through on-the-job training
- Be able to quickly learn the internal systems and processes
- Have good communications skills – both written and oral
- Have the drive and passion and be willing to make a positive contribution to the growth of Swan

#### Other Requirements

- Expert in using Microsoft Excel (including manipulation of pivot tables and graphs). It will be an advantage for the candidate to be able to develop Macros in Excel.
- Be proficient in using word and power point
- It will be an advantage for the candidate to be familiar and to have used computer languages such as Visual Basic and SQL

If you feel challenged by the above position, and believe you have the required profile, please send your application letter and a full Curriculum Vitae quoting 'Actuarial Analyst' to [hr@swanforlife.com](mailto:hr@swanforlife.com) by Thursday 16<sup>th</sup> May 2019.

The Company reserves the right:

1. To convene only the best qualified candidates to participate in the selection exercise.
2. Not to make any appointment following this advertisement.