



Job Description for Assistant Business Portfolio Analyst

Working with the Business Portfolio Analyst, the Assistant Business Portfolio Analyst will support both the Finance and Risk departments in risk analysis, stress testing, reserving, pricing and implementation of IFRS17.

The Assistant Business Portfolio Analyst will perform in particular the following functions and duties:

1. Work to improve claims reserving methodologies.
2. Assist with the maintenance a reliable statistical data base of business and credit limits.
3. Work with CFO to develop a stress-testing model and conduct regular stress tests.
4. Prepare monthly, quarterly and annual reports as requested by the Finance Department.
5. Provide data, analysis, and support to external consultants putting IFRS and ERM systems in place.
6. Develop a thorough understanding of IFRS 17's requirements from both an actuarial and accounting perspective.
7. Advise and provide the necessary support on the IFRS 17 implementation project and proactively participate in the implementation of an IFRS 17 tool.
8. Coach other staff in the use and interpretation of standard actuarial procedures in the risk, underwriting, claims and finance departments.

Qualifications & Skills

- A Bachelor's degree in Actuarial Science, Commerce, Business, Finance, Banking or Insurance related field;
- Certified Actuary and member of Actuaries professional body enrolment is a preference
- A minimum of four (4) years' actuarial experience, including experience supporting IFRS17, actuarial reserving, pricing, or financial modeling in the Financial sector, preferably related to Corporate or Commercial Insurance;

- Currently completing certification as Actuary having completed level [3] of the process;
- Ability to deliver timely, organized and consistent results;
- Strong communication and interpersonal skills;
- Written and oral English is pre-requisite. French language proficiency is an advantage;
- Proficiency in MS Office suite of packages;
- Report writing;
- Good oral communication skills and interpersonal skills;
- Presentation skills;
- Analytical skills;
- Strategic thinking;
- Judgement and decision making skills.