

JOB POSTING TEMPLATE

Date: 24-May-2022

Function: Actuarial and Strategy

Job title: Analyst, Actuary

Manager title: Manager, Valuation and Financial Reporting

Job purpose

- Ensure that valuation reports are delivered in a timely manner and provide analysis of the Actuarial result.
- Ensure that valuation processes are in line with actuarial principle and standards and statutory requirements.

Major accountabilities

Deliver all valuation statutory reports (Ministry of Finance's report, Associate of Vietnamese insurance).	20%
Perform persistency/lapse analysis for Agency and for Bancassurance channel	20%
Perform reinsurance reporting on monthly and on quarterly basis.	20%
Perform actual-to-expected ratio for Mortality risk, Morbidity risk	20%
Other tasks related assigned by Line Manager.	20%

Specialized knowledge

- Expertise in dealing with large quantity of data – desirable
- Having experienced with Actuarial software (Axis is preferable)
- Strong communication skill including the ability to communicate complex information clearly and appropriately (both written and verbal) in Vietnamese and English

Problem solving

- Good analytical and problem-solving skill
- Attention to detail
- Delivery focused
- Flexible and responsive work style
- Ability to multi-task and work under pressure

Education and experience

- At least Bachelor's degree in actuarial, mathematics, statistic or finance
- Preferable 2 actuarial exams
- Preferable 1 year of experience working in actuarial department

JOB POSTING TEMPLATE

Communication scope

- Communicate internally with IT for data and Finance for input
- Able to explain result high-level with Leadership team
- Communicate with internal and external auditors