

## JOB POSTING TEMPLATE

**Date:** June-2023
**Department** Valuation and Financial Reporting

**Job title:** Intermediate Analyst, Valuation and Financial Reporting
**Manager title:** Associate Director, 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 Economic and Operating assumption and documentation such as duration, asset allocation, interest rate assumption	20%
• Perform reinsurance reporting, persistency, AoE on monthly and on quarterly basis.	20%
• Support in calculation of VNB (Value of New Business), SOE (Source of Earning) and Net Profit	20%
• Other tasks related assigned by Line Manager.	20%

### Specialized knowledge

- Expertise in dealing with large quality 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

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### Education and experience

- At least Bachelor's degree in actuarial, mathematics, statistic or finance
- Preferable 3 actuarial exams
- Preferable 1 year of experience working in actuarial department

### 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