JOB DESCRIPTION (JD)
Sun Life Asia Job Evaluation Process

Ngày *Date:*		**Họ và tên cấp quản lý** *Manager name:*	
Chức danh *Job title:*	Intermediate Analyst, Finance Actuarial	**Chức danh cấp quản lý** *Manager title and GCF level:*	Manager
Vị trí *Job level:*		**Phòng /Ban** *Function/ Department:*	A&P

Job purpose
Please provide a summary of the purpose and objective of the job.

- Provide business insights by performing analyses including statistical and experience studies
- Help management understand business statistics and provide insights as well as recommendations on actions to be taken
- Monitor the emerging experience relative to the best estimate assumptions, propose updates to the assumptions along with associated financial impact
- Prepare reports to regional office and regulators
- Calculate reserve and profitability of policies sold

Major accountabilities
Identify 5-6 major accountabilities of the job (not the employee). Describe these accountabilities by what is to be accomplished, how and why. Use action verbs to begin each sentence. Avoid the use of acronyms. Include the approximate percentage of time spent on each accountability. The percentages below should sum up to 100.

- Collect data from other departments and perform data analysis to ensure accuracy Application of actuarial techniques and product knowledge to ensure data is reconciled, mapped and transformed into a standard format which is suitable for experience studies and management information	10
- Perform statistical analysis on distribution channels' performances and provide insightful analysis of results as well as make recommendations to enhance and improve quality of business	20
- Perform experience studies including but not limited to persistency and claim experiences, and monitor these against underlying actuarial assumptions - Measure impact of the difference between actual and expected assumptions under various metrics and propose assumption changes if any	20
- Make recommendations to enhance and improve current processes for data collection and extraction, monitoring and reporting.	10
- Calculate reserve, capital and profitability of policies sold - Prepare reports for regional office/regulators	30
- Other tasks assigned by line manager	10

Specialized knowledge
List specific types of technical or professional skills and knowledge required for the job.

- Advanced Excel skills - essential
- SQL skills – desirable
- Expertise in dealing with large quantity of data - desirable
- Understanding of database fundamentals - essential
- Understanding of basic modelling principles - desirable
- Strong communication skill including the ability to communicate complex information clearly and appropriately (both written and verbal)
- Can work independently as well as in a team oriented environment

Problem solving
Outline problem solving requirements in terms of how standardized, varied, complex and interdependent problems and issues are typically faced by this job. Provide examples if necessary.

- Detail oriented
- High level of analytical skill
- Critical thinking

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Education and experience

Indicate the minimum education level and years of relevant experience required to perform the work. Include specific professional designations, licenses, and registrations, if applicable.

- At least bachelor's degree in actuarial, mathematics, statistics or finance
- Desire to take actuarial exams
- Have experience working in other life insurance companies as an actuary is a plus

Communication scope

Identify the level and nature of internal and external contacts with whom this job must interact regularly. Describe the reason and frequency of their communication.

Communicate (both written and verbal) within actuarial and outside of actuarial department (claims, IT, agency, finance/accounting) to collect and have a good understanding on data