Name:

Reports to: **Analytics Manager**

Read and Understood All Pages: **Signed**………………………………

                                            Date   …….. /…….. /……..

Our Vision

Our vision is to be regarded as the most trusted specialist insurer within our core sectors. We will achieve this by delivering on three strategic goals:

- Achieving sustainable profitable growth in our core sectors;
- Having expert and engaged people; and
- Operating profitably and cost effectively to give back to our community.

Our Values

Accountability – doing what we say we will do
Customer Centric – putting our customers at the centre of what we do
People Matter – respecting, recognising and developing people
Collaborative – working together to leverage our diversity
Ethical – doing the right thing

Role summary

The Actuarial Analyst – Finance is responsible for assisting with the provision of an effective financial planning, business intelligence and analysis service to the Company, including insightful reporting and demonstrable efficiency. The role will include partnering across the business.
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Key responsibilities

The key responsibilities of the Actuarial Analyst – Finance are to:
1. Analyse data and calculate the probability of and costs associated with certain events.
2. Contribute to the development and maintenance of valuation models and monthly reserving.
3. Management Information, Business Intelligence and Business Partnering.
4. Provide quantitative and qualitative input into operational business decisions.
5. Contribute to developing a workplace learning environment.
6. Contribute to the alignment of risk and compliance management practices to Ansvar's strategic objectives by sitting in the first line of defence.

Key responsibilities (in detail)

1. Analyse data and calculate the probability of and costs associated with certain events

- Analyse mathematical, statistical, demographic, financial, economic and social data in order to predict and assess the long-term risks involved in financial decisions and planning.
- Research and analysis of risk and claim trends to project financial impacts on products.
- Assist the Analytics Manager with ongoing analysis of market developments, market size and other external factors which impact Ansvar. This will include analysing the impact of external factors identified on Ansvar.

2. Contribute to the development and maintenance of valuation models and monthly reserving

- Assist with running the monthly claims reserving process and work with the Analytics Manager and Chief Financial Officer to produce the monthly outstanding claims reserves.
- Assist with running the valuation models and work with the Analytics Manager and Ansvar's Appointed Actuary in determining the annual outstanding claims liabilities.
- Provide ad hoc claims analysis as required to better inform reserving decisions.

3. Management Information, Business Intelligence and Business Partnering

- Providing the information, analysis and insights required to enable effective portfolio management by the Technical Solutions, Client Solutions, Claims and Risk Solutions teams. This will include preparation of monthly Portfolio Reports.
- Partnering with the Client Solutions and Technical Solutions teams to provide analysis and insights which enables effective management of the new business pipeline and wins. This will include assisting with the ongoing development of Client Solutions and Portfolio Analysis Tools in Qlikview and assisting with the production of monthly GWP reports.
- Partnering with the Claims team to provide claims reporting to enable effective management of claims. This will include ongoing development of claims reporting in Qlikview and producing the monthly Major Loss Committee pack.
- Manage the Business Analysis Tools and any other newly developed tools in Qlikview. This will include helping to manage the relationship with Qlik and Qlik consultants.
- Analyse the financial and resource implications of proposed strategies, policies and procedures.
- Assist with the preparation of any other Board/Committee reports/papers as required.
- Assist with data submissions and presentations to Ansvar's regulators, rating agencies and other stakeholders.

4. **Provide quantitative and qualitative input into operational business decisions**

- Provide technical and financial analysis support to the Finance Managers.
- Assisting with effective capital management including but not limited to, the preparation and review of Ansvar's quarterly APRA returns, calculating capital risk charges and understanding their impact on Ansvar's capital position, and exploring what levers can be pulled to improve Ansvar's capital position.
- Assist with the management of all aspects of the budgeting and reforecast process including maintenance of the budget model. This will include working with the business to produce bottom up budgets for GWP, commission, reinsurance and claims.
- Contribute towards the continual improvement of business processes particularly in the finance and reinsurance space.
- Identifying and advising on business process improvements, particularly within the reinsurance and actuarial space.
- Provide ongoing support and education to help strengthen the data analytics capability.

5. **Contribute to developing a workplace learning environment**

- Keep up to date with Company products, systems and procedures, as well as all relevant legislation.
- Attend appropriate workshops, events and activities, as well as reading professional publications and material on relevant subjects, and sharing knowledge with team members.
- Contribute to the review and development of systems, policies, practices and procedures.
- Meet regularly with the Analytics Manager to determine priorities and deadlines, as well as to discuss progress towards objectives and gaining assistance as and when required.
- Provide support and guidance to internal colleagues on systems and processes as and when required.
- Assist the Analytics Manager on special projects including providing input on identifying key deliverables, resource requirements and timelines.
- Promote the importance of embracing Ansvar's values in delivering outstanding customer service to our distribution partners and customers.

6. **Contribute to the alignment of risk and compliance management practices to Ansvar's strategic objectives by sitting in the first line of defence**

- Identify potential risks to the business, managing and controlling those risks appropriately; including identifying, assessing and effectively managing potential business continuity risks.
- Maintain compliance and adherence to all laws and company regulations, policies and procedures.
- Align risk and compliance management with Finance practices.
- Ensure awareness with Trade Practices, Privacy and other legal obligations.
- Assist in maintaining integrity of data management through total utilisation of CRM, Qlikview and other business critical data sources as required.

You will also be required to assist the Analytics Manager with any other duties as required from time to time.

Behavioural expectations and competencies
- Passionate about the business and highly motivated to achieve Company objectives.
- Responds positively to change.

- Passion for delivery of high customer service and meeting deadlines.
- Determination to be "The Best" both individually and as part of the Company.
- Embraces and consistently displays Ansvar's values.
- Ability to create a positive working environment.
- Flexible attitude with a 'can-do' approach and a willingness to help out as required.
- Excellent listening and communication skills plus the ability to receive and provide constructive feedback.
- Sets and maintains high standards of performance, both personally and for the Company.
- Excellent people skills and ability to build and maintain good relationships with colleagues, business partners and customers.
- Highly disciplined, with excellent planning and time-management skills and the ability to work effectively under tight deadlines and pressure.
- Very good understanding of the roles of the other business functions.
- Excellent team player, assisting by sharing knowledge and skills across the Company.
- Facilitates a work place learning environment and culture that fosters continuous improvement.
- Strong attention to detail skills with the ability to analyse and report complex information in a concise manner.
- Decisiveness on critical business issues and sound decision making.
- Very good understanding of the Australian general insurance industry, Ansvar's core markets and how strategies work in the marketplace.

Technical competencies and experience

- A modern and progressive approach to business practices will be required.
- Strong personal, written and verbal communication skills with the ability to establish rapport and negotiate with key internal and external stakeholders to achieve Company objectives.
- Strong computer literacy skills, including sound knowledge of Microsoft Office Suite such as Word, PowerPoint and Outlook programs with superior Microsoft Excel capability.
- SAS or SQL programming experience would be a strong advantage.
- Proven track record of meeting KPIs/business goals and targets.
- Strong technical expertise in general insurance actuarial work.
- Meticulous attention to detail possessing a high level of accuracy.
- Exemplary data analysis and investigatory skills, particularly around data integrity, mining and manipulation.
- Able to apply statistical analysis and the application of numbers to a commercial environment.
- Excellent report writing and commentary skills, demonstrating the ability to synthesise information from multiple data sources as and when appropriate.
- Excellent presentation, analytical and numerical skills.
- Excellent analytical and abstract reasoning skills, plus excellent organisation skills.
- Strong statistical modelling.
- Up to date knowledge in most aspects of general insurance including a practical understanding of commercial insurance principles, policies, pricing, reinsurance, claims and risk management.
- Strong commercial, negotiation and management skills.
- An Undergraduate Degree in Actuarial studies, Mathematics, Statistics or equivalent.
- Part qualified Actuary with the commitment to continue furthering formal qualifications towards attaining the qualification of Fellow of the Actuaries Institute.
- 2 - 4 years' experience as an Actuarial Analyst in a financial and/or pricing capacity.
- 2 - 4 years' exposure to the insurance environment.

Remuneration

Appropriate remuneration will apply.