



The Shepherds Friendly Society Ltd Job Description

JOB TITLE: Actuarial Analyst – 12 months FTC

REPORTS TO: Head of Actuarial Services

PURPOSE OF THE JOB

- Support the Head of Actuarial in aspects of Financial and Actuarial Risk management of the Society's affairs.
- Maintenance of actuarial records within good Corporate Governance, legislation, and regulatory requirements.
- Undertake a range of actuarial support activities within the department and other areas within the Society
- To deliver the requirements of your role in line with the Society's culture and values and the principles outlined in the Society's Consumer Duty policy (as appropriate to your role)

PRINCIPAL ACCOUNTABILITIES

- Provide assistance in the data reconciliation for regular actuarial valuations
- Assist in the monthly and annual actuarial valuations and solvency reporting and maintain and develop appropriate workbooks for reviewing results
- Develop and update dashboards for Board and Committees and assist in regular MI reporting
- Help with demographic experience investigations
- Support the Actuarial function with projects, including dealing with queries from other functions
- Assist in the develop and maintenance of the actuarial modelling.
- Work with Finance function on shared processes
- To carry out other such duties and responsibilities as required by your line manager or assigned to you by the Society from time to time.

- Maintain appropriate standards of documentations of the valuation models, processes and procedures
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THE CANDIDATE

The ideal candidate will possess the below competencies:

- Degree level or equivalent in a numerate subject
 - High level of numeracy
 - Experience with actuarial valuations and reporting will be preferable
 - Strong knowledge of Excel and computer literacy as candidate will be expected to be able to use Actuarial software package as part of the role.
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CORPORATE CULTURE & BEHAVIOURS

The Society has a behavioural framework, a set of core behaviours which define ‘how’ we would like you to approach your work. It sits alongside ‘what we do’ which is outlined in this job description. The framework details the behaviours and attitudes which we believe are important to support the delivery of our organisational objectives, values and culture.

Your health and wellbeing is important – you should ensure that you are fully aware of and comply with all office health and safety procedures

CONDUCT STANDARDS

You are expected to follow the FCA/PRA Conduct Standards:

- You must act with integrity
- You must act with due skill, care and diligence.
- You must be open and co-operative with the FCA/PRA/other regulators
- You must pay due regard to the interests of customers and treat them fairly
- You must observe proper standards of market conduct