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# Example of Actuarial Job Description

Our company is looking for an actuarial. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for actuarial

* Assisting to set up new product in Prophet model and other modelling related work
* Providing technical support to internal customer such as handling complaint case, special quotes, system administration
* Responsibilities include business plan, local capital plan, IFRS capital adequacy testing, Local’s Dynamic Solvency Testing and embedded value projection
* Quarterly submission for external disclosure
* Monthly tracking and monitoring for local business actions
* Communication with regional office on assumptions and methodology
* Any other miscellaneous duties as assigned by immediate supervisor (Appointed Actuary)
* Develops, extends and maintains profit studies, non-forfeiture values, Generally Accepted Accounting Principles (GAAP) or International Financial Reporting Principles (IFRP) actuarial items, reserve programs, rate files, procedures and/or similar processes
* Accountable for the maintenance of AXIS dataset including new products’ modeling, basis change and implementation of valuation controls
* Providing assistance and support to local reporting team in various tasks such as preparation of actuarial related financial / valuation reports to smooth the overall process

## Qualifications for actuarial

* Persuasive - effectively communicates trade-offs of business decisions and can sway an audience towards a course of action inclusive of external audiences and sharing business rationale
* Visionary - embraces the big picture and translates into strategy
* Emotion intelligence
* Reconciliation of employee census information and eligibility determinations
* Form 5500 and Schedule SB preparation
* Defined Benefit plan/Defined Contribution plan nondiscrimination testing