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# Example of Actuary Job Description

Our company is looking to fill the role of actuary. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for actuary

* Designs mathematical formulas in pricing or asset-liability computer models to reflect new product features
* Executes pricing, valuation and asset-liability runs, selecting the correct model and input data, and ensuring internal consistency of all assumptions, product features and in-force data
* Perform SOX duties (monitoring new payout set ups, checking renewal rates)
* Produce, summarize and analyze projections to support management and regulatory needs
* Streamline and automate the projection, valuation and financial reporting processes
* Present analyses in clear terms appropriate to the audience
* Impact modelling
* Knowledge of VBA / SAS / SPSS / QIS5
* To carry out all assigned duties in a professional and ethical manner by ensuring compliance with external legislation, bank standards and internal operating policies and procedures relevant to the position
* The role forms part of a team of professionals who deliver value add work to a number of professionals

## Qualifications for actuary

* Minimum 5-7 years professional experience, with modeling and data analysis and experience in a related role
* Well rounded professional experience with broad exposure to the various actuarial disciplines, preferably within annuities, capital markets and/or reinsurance
* Excellent oral, written and presentation skills and the ability to clearly articulate complex information to others
* Must be able to work well in a dynamic team environment and be willing to contribute where needs arise
* Ability to apply sound judgment regarding decisions that could potentially impact a number of different departments or external operating groups
* Clearly explains technical concepts in appropriate detail