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# Example of Financial Institutions Group Job Description

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

## Responsibilities for financial institutions group

* Coordinate teams of tax advisors, attorneys, and bankers for various transactions
* Assist the FIG coverage team on a portfolio of financial institutions
* Prepare presentations and briefing notes for client meetings and transactions execution, covering a variety of topics
* Coordinate with internal specialists
* Perform counterparty risk assessment, transaction structure analysis, review accounts, recommend internal risk ratings and limits for new/existing financial institution counterparties
* The application should identify the major trends, issues, risks, strengths and weaknesses of the sector/customer/transaction, along with a complete assessment and recommendation
* Monitor and report on any changes in industry/market trends
* Evaluate customers/transactions/markets for changes in risk under the guidance of senior staffs
* Oversee the daily schedule of the MD and Directors
* Handle a broad range of duties from day-to-day operational activities to scheduling meetings to correspondence with external clients, executive management and their assistants

## Qualifications for financial institutions group

* Work experience as an actuary at Insurance Company or Pension Fund
* Good knowledge of Excel, VBA, Access
* Advising oral and written English
* Strong desire to build career within an International Audit firm
* Drive to develop professionally
* Willingness to complete the actuarial exams