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# Example of Insurance Analyst Job Description

Our growing company is looking to fill the role of insurance analyst. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for insurance analyst

* Proactively engages with business stakeholders to ensure that proposed risk guidance around insurance requirements is understood, practical, and adds value
* Manage monthly accounting and budget variance reporting process for global insurance costs
* Responsible for the timely and accurate submissions of Data Calls to state Insurance Departments, NCCI and Independent Workers’ Compensation Bureaus, ISO, AAIS and other statutory and regulatory entities
* Analyze and articulate business requirements to translate them into functional requirements
* Translate business requirements to create and execute viable user acceptance test cases with traceability
* Organize information gathered from multiple sources, reconcile conflicts and present information in a manner that business partners can review to make informed decisions
* Apply expertise to work with end-users to educate and resolve workflow problems
* Develop user guides, process documentation and reference materials for business end users
* Ensure effective communication of the initiatives, goals, requirements, specifications, expectations and progress between all parties for maintenance releases and projects
* 20% Originate and participate in discussions with various members of Senior, Mid-Level and Front Line Management

## Qualifications for insurance analyst

* 4+ years' experience within the financial services industry (potentially less for those with specific group or retail life insurance pricing experience)
* Experience in insurance or commercial mortgage banking/and or servicing is preferred
* Independently execute research projects ensuring quality and timelines
* Learn and apply established research tools and methodologies to develop research ideas
* Demonstrate sound working knowledge in insurance industry or its sub-sectors by delivering industry insights
* Liaise with U.S. -based insurance team to understand, refine, and manage project expectations and priorities