



Example of Actuarial Consultant Job Description

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

Responsibilities for actuarial consultant

- Work with account executives to develop an annual value proposition document for current customers
- Prepare documents and spreadsheet for auditors on a scheduled basis Ad-hoc
- Completing actuarial calculations for both our Trustee and Corporate clients
- Be part of a wider team reporting to our scheme consultants
- Becoming familiar with our Trustee pension scheme clients
- Managing personal workflow across a number of projects
- Preparation of reporting documents for presentation to clients
- Pricing, evaluation and deployment of non-standard and complex financial solutions, consumer centric plan designs, population health risk assessments, program wide risk pooling
- Conducting routine financial projections
- Analyzing and negotiating vendor renewals

Qualifications for actuarial consultant

- Work with the Senior Client Manager to initiate the project after a project is sold to the client
- Identify and secure resources, ensuring work is leveraged to the right skill and career level, and providing team members opportunity to develop skills and expertise
- Project manage tasks on large client deliverables in which a peer in the lead

- Manage data and financial analytical work on large and complex state managed health and welfare capitation projects
- Work with the client to define the scope of the project
- Collaborate with client team and project team to finalize rates