

Job description



Job title / position:	Actuarial Trainee
Level:	Administrator / Senior Administrator
Company / Location:	Generali Worldwide Insurance Company Limited / Guernsey
Company profile (brief information):	<p>Profile: Generali Worldwide is a wholly-owned subsidiary of the Generali Group. Founded on the strength of this international presence and wide-ranging expertise, Generali Worldwide specialises in offering life-insurance-based wealth management and employee benefit solutions to a global audience, including multi-national organisations, international expatriates and local resident populations in licensed territories.</p> <p>The company's head office is based in Guernsey, a premier international financial centre, and is a Registered Insurer under the Insurance Business (Bailiwick of Guernsey) law, 2002 (as amended). It is also an authorised insurer in the Bahamas, British Virgin Islands, Cayman Islands, Hong Kong, Jersey and Singapore.</p> <p>Product Offerings: A range of individual unit-linked regular and single premium-based savings, retirement and investment plans and an open-architecture portfolio bond along with Group retirement and savings products, Group Life and Disability and Healthcare products.</p>
Department / Project name:	Actuarial
Place in organisation (reporting line):	The job-holder reports to the Reporting Actuary Manager
Organisational Chart:	<pre> graph TD RAM[Reporting Actuary Manager] --> AA[Actuarial Analyst] RAM --> AT[Actuarial Trainee] </pre>
Characteristics of the current position / main tasks:	<p>To contribute to, and assist, the actuarial function of Generali by completing calculations, reviewing and monitoring calculations and methods, assisting with reports and providing recommendations where appropriate. This function includes the measurement of reserves, solvency, surplus, embedded value and new business profit of the company as well as risk identification, strategic planning and experience investigations; in order to meet statutory and company requirements.</p> <p>The role holder will assist actuarial staff in the production of reports and associated actuarial recommendations.</p>

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Key responsibilities and functions:	<ul style="list-style-type: none"> • Completes and/or reviews calculations and methods for determining the measurement of reserves, solvency, surplus, embedded value and new business profit of the company on a regular basis. • Prepares draft reports summarising and explaining financial results, and provide draft recommendations. • Assists in the review, maintenance and creation of actuarial models, identifies shortcomings for possible development, and implements changes as advised by more senior actuarial staff. • Identifies risks and assists in the development of contingency plans where necessary. • Ensures compliance with regulatory and company standards.
Skills and Experience:	<p>Graduates from both actuarial and non actuarial background, with strong mathematical skills, minimum A grade at A level Maths.</p> <p>The candidate may wish to undertake the Institute of Actuaries exams, with company support.</p>
Competencies:	<ul style="list-style-type: none"> • Effective management of self Ability to work on own initiative, to work as part of a team, and to organise and plan work and deliver in a timely manner. • Communication Good communication skills; both written and verbal. Ability to communicate complex information in a clear manner, ability to work in a multidisciplinary group. • Technical Ability to analyse financial problems in detail and to identify critical issues, to work systematically and logically with a high degree of accuracy. Basic knowledge of Excel and Word is desirable. • Creativity Ability to think conceptually and to exploit new opportunities.

Signed..... Date..... Approved..... Date.....