

Job Title:	Analyst or Actuarial Trainee
Department:	Actuarial Pensions
Reporting To:	Manager, Actuarial Pensions
Last Date of Review:	12 th July 2019

Key Responsibilities

The duties of this role include but are not limited to

- Assisting in the preparation of data and calculations for actuarial valuations and financial reporting of pension schemes for our clients.
- Calculating benefits for individual members of pension schemes and preparing draft letters to communicate the results.
- Preparing and checking standard valuation reports.
- Representing BWCI professionally and effectively with clients and maintaining a high standard whether by phone, in writing or in person.
- Being responsible for checking the work of other team members in the Pensions Actuarial department.
- Providing support to partners and staff of BWCI as required.

Qualifications and Experience

- Minimum A Grade at A Level for Maths or equivalent
- Applications also welcome from candidates of a science based degree.
- Basic use of Word, Excel and E-mail are a minimum requirement
- If successful progress is made the appointed candidate will be supported to undertake the Institute of Actuaries exams.
- Training will be provided in all aspects of the work required.

Person Specification

The ideal candidate should be

- Able to demonstrate good communication and teamwork skills
- Able to work with minimum supervision on tasks assigned to them after an initial briefing of the task required.
- Interested in Mathematical Modeling and Problem Solving

Equal opportunities statement

BWCI is committed to eliminating discrimination and encouraging diversity amongst our workforce. The Partners and Senior Management demonstrate commitment to equality and fairness for all in our employment and do not discriminate on the grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age. We oppose all forms of unlawful and unfair discrimination.

Please note BWCI has signed the Guernsey Employment Trust's Disability Charter and has received DIFERA Employer accreditation from Liberate.

Data Protection

All applications made either speculatively or in response to advertised vacancies will be kept confidential.

BWCI do not undertake any automated selection process for recruitment. All information provided in the form of a CV or covering letter, be it on paper or electronically submitted, speculatively or for a specific advertised vacancy will be destroyed in keeping with the following timeframe.

Candidates not invited for interview – immediately once confirmation of the non-selection has been made.

Candidates invited for interview but not selected – 6 months after notification of non-selection has been made.

Candidates offered a position but choose not to take it up – 6 months after declining the role.

Candidates offered a position and subsequently employed – 6 years after termination of employment.

When a CV is submitted, it is passed only to the recruiting manager(s) involved in the recruitment to the specific position to which it refers. Any processing in relation to any other position will only proceed with the explicit consent of the candidate.

We may from time to time ask candidates to undertake skills testing or psychometric testing as part of a recruitment and selection process. In this case the results from those tests will only be used to inform the selection process, and will be retained in line with the time frames specified above.

It is not the policy of BWCI to screen prospective employees via social media channels, however, we may review a candidates LinkedIn profile.

If you have any questions relating to how we process applications for employment please contact Alison Rimington, Senior Manager, HR.