

Job Title:	Analyst or Actuarial Trainee
Department:	Actuarial Pensions
Reporting To:	Manager, Actuarial Pensions
Last Date of Review:	24 April 2012

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
- 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