

JOB SPECIFICATION

Job Title:	Actuarial Analyst
Job Role:	<p>Cartwright Group is seeking to recruit an Actuarial Analyst to join our Pensions Actuarial Team. This is an opportunity to work on a wide range of clients providing customised advice and solutions to clients. The role involves directly supporting the professional responsibilities of the Scheme Actuary. Our diverse client base of pension schemes with assets of between £1m to over £900m enables us to support and develop an individual's skills now and into the future.</p> <p>The main responsibilities of this role will involve the production of valuation results, individual member calculations, spreadsheet development, drafting reports and other communications.</p> <p>This role would particularly suit a part qualified Actuary with proven experience working in the pensions industry. We would also consider a fully qualified actuary for this role who may wish to work in a part-time capacity under the supervision of a Scheme Actuary.</p>
Base Location:	Godalming
Type of Contract:	Permanent – Full time / Part time
Reporting to:	Scheme Actuary
Technical Role? (Yes/No)	Yes

Job Purpose/Key Objectives:

As an Actuarial Analyst your key responsibilities include supporting the Scheme Actuary for each client in the following areas:

- Preparation, checking and review of calculations required for actuarial valuations, funding updates, accounting disclosures, S179 valuations, Buy-out liabilities, individual calculations and other projects.
- Preparing presentations, reports, valuations and quarterly updates to a high standard.
- Developing IT systems to improve efficiency and meet future client and legislative requirements

In addition you will need to take on the following responsibilities:

- Keep up to date with legislative changes relevant to pension schemes, long-term demographic trends, financial markets and maintaining general commercial and economic awareness. Regular attendance at in-house Technical Meetings will be a key part of this.
- Meet any professional CPD requirements required by the IFoA.
- Keep abreast of Data Protection issues and ensure that all Trustee and Company data is protected at all times, where appropriate.
- Complete mandatory regulatory training modules as directed.
- Maintain effective communication to allow flow of information on Schemes between our in-house administrators, pension consultants and actuaries.
- Complete timesheets in an accurate and timely manner to ensure core fees and fees relating to projects can be monitored.
- Work on additional ad hoc projects within the business as the need arises.



Essential Key Skills and Experience

Key Skills:

- Strong analytical, numerical and critical thinking skills including a meticulous attention to detail.
- Excellent written and verbal communication skills in English.
- Detailed understanding of actuarial calculations for final salary pension schemes.
- Good understanding of how UK pension schemes operate.
- Excellent planning and organisational skills in order to prioritise and complete work within set timescales.
- Good interpersonal skills and ability to build relationships with colleagues and clients.
- Assertiveness and tenacity to take action to change a process/system or way of working to aid productivity.
- Awareness of Actuaries Code.

Experience:

- Demonstrable and recent experience working within the Actuarial field.
- At least 5 years' experience producing actuarial calculations required by legislation for final salary pension schemes.
- Working experience of using Excel spreadsheets and Visual Basic macros.
- Experience in communicating verbally with clients.
- Experience in drafting actuarial reports and other correspondence.

Qualifications and Educational Requirements

- A numerical based degree with a minimum of 2:1 level achieved or equivalent.
- Part qualified Actuary or currently studying for actuarial exams.

Personal Attributes:

- Self-motivated and capable of unsupervised independent working.
- A conscientious approach to ensuring accuracy in work produced.
- Hard working and willing to, when required, go the extra mile to deliver on time.
- Friendly and calm disposition.
- Ability to cope with stressful situations.
- Professional work ethic.
- Clean and tidy appearance.

