

## JOB POSTING TEMPLATE

**Date:** March 2022      **Function:** Actuarial

**Job title:** Professional Trainee, Valuation and Financial Reporting      **Manager title:** Associate Director, Valuation and Financial Reporting

### Job purpose

- Assist senior staff to ensure that valuation reports are delivered in a timely manner and provide analysis of the Actuarial result.
- Assist senior staff to ensure that valuation processes are in line with actuarial principle and standards and statutory requirements.

### Major accountabilities

Assist in deliver all valuation statutory reports (Ministry of Finance's report, Associate of Vietnamese insurance).	30%
Assist to perform persistency/lapse analysis for Agency and for Bancassurance channel	30%
Perform actual-to-expected ratio for Mortality risk, Morbidity risk	20%
Other tasks related assigned by Line Manager.	20%

### Specialized knowledge

- MS Office: Word, Excel, PowerPoint
- Well adapt to new demands and changes in business environment
- Identify opportunities for improvement or increase in efficiency
- Excellent analytical skills
- Able to pick up technical skills & modeling skills quickly
- Escalate serious issues to line manager in a timely manner
- Explain difficult issues and work to establish consensus
- English: good command in writing

### Problem solving

- Good analytical and problem-solving skill
- Attention to detail
- Delivery focused
- Flexible and responsive work style
- Ability to multi-task and work under pressure