

Job Title:	Actuarial Trainee
Department:	Actuarial Insurance
Reporting To:	Manager, Actuarial Insurance
Last Date of Review:	April 2021

### Key Responsibilities

The duties of this role include but are not limited to

- Assisting in the preparation of data and calculations for standard actuarial valuations and consultancy services.
- Calculating, checking and analysing financial reports.
- Preparing and checking standard valuation reports and producing communications and reports for clients.
- 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.
- Providing support to partners and staff of BWCI as required.
- Using Excel workbooks and various specialist actuarial software systems to support communication to clients.

### Qualifications and Experience

- A-level in Mathematics with a minimum grade of “A” (or similar)
- A degree in a numerate subject would be beneficial but is not essential.
- Proficient use of Microsoft Office, including Word and Excel is a minimum requirement.
- Training will be provided in all aspects of the work required.
- If good progress is made the appointed candidate will be supported to undertake examinations towards a qualification with the Institute and Faculty of Actuaries.

### 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 problem solving, analytical, and have great attention to detail.

**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.

**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 Hawkins, Senior Manager, HR.

