

Role Profile

Position Title	Actuarial Associate
Role Holder	
Reports To	Senior Manager – Actuarial
FCA/PRA Approved Person Category(ies)	N/A
Date	November 2024

Overall role

1. To provide actuarial support and analysis
2. To carry out regulatory reporting
3. General Responsibilities
4. Have an awareness of the Treating Customers Fairly (“TCF”) and Conduct Risk strategies
5. Have an awareness of Data Protection legislation, including the Data Protection Act and the General Data Protection Regulations

Key Responsibilities and Competencies

- 1. To provide actuarial support and analysis**
 - To assist in the analysis and documentation of:
 - a. Reserve assessments and regular portfolio monitoring
 - b. User Acceptance Testing (UAT) of incoming portfolios
 - c. Parameterisation and validation of the Solvency II Internal Model
 - d. Preparation of risk category information for Internal Model and Standard Formula SCR
 - e. Due diligence exercises as required
 - Assist with other analysis / projects as required
 - Attending meetings of any committee/group to which you may be required
 - Maintain an appropriate level of Continuing Professional Development as required by RiverStone and relevant Professional Organisations
- 2. To carry out regulatory reporting**
 - Contribute to preparation of submissions to Lloyd’s, PRA and other regulators as required
- 3. General Responsibilities**
 - Adherence to RiverStone Corporate cultures and philosophies
 - Adhere to the clear desk policy
 - Monthly expenses in a timely fashion and within the deadline given (if applicable)
 - Identification, escalation or reporting of risks to the relevant Risk Category owner, the Risk Management Function or the Group Risk Committee as appropriate.
- 4. Have an awareness of the Treating Customers Fairly (“TCF”) and Conduct Risk strategies**
- 5. Have an awareness of Data Protection legislation, including the Data Protection Act and the General Data Protection Regulations**



On a temporary or permanent basis you may be required to undertake other duties in addition to, or in substitution of, those listed in this role profile

Direct Reports

None

Internal Relationships

Fellow actuarial team members, Directors, Committee members, Exco, Claims, Reinsurance and other Operational departments as required

External Relationships

External Actuaries and other external consultants/ regulators as relevant, external auditors, vendors, professional body (IFoA)

Authority to Act for the Company

None

Conduct Rules

- You must act with integrity
- You must act with due care, skill and diligence
- Except in relation to whistleblowing, you must be open and cooperative with the FCA, the PRA and other regulators in line with procedures agreed with your line manager
- You must pay due regard to the interests of customers and treat them fairly
- You must observe proper standards of market conduct where applicable
- All Conduct Rules staff to 'act to deliver good outcomes for retail customers' where the activities of the firm fall within the scope of the Duty

Conduct Standards

All employees are expected to abide by the RiverStone Code of Conduct

Competence – Experience

- Mathematic/statistical background
- Excellent academic record
- Actuarial or insurance/reinsurance working experience
- Making good progress with actuarial exams. We will also consider exceptional candidates who would like to start studying for the actuarial exams, or who have made some progress but have chosen to stop studying.



- Excellent Microsoft Office Applications including Excel to advanced level, with VBA

Knowledge – Desirable

- Knowledge of ResQ
- Knowledge of reserving and capital modelling tools and techniques
- Knowledge of other in-house systems and procedures
- Knowledge of relevant classes of business
- Relevant Lloyd’s Bylaws, Codes of Practice, Market and Regulatory Bulletins
- Relevant sections of the Financial Services Act, PRA Handbook and Consultation Papers

Skills

- Attention to detail
- Technical skills
- Analytic problem solving
- Communication
- Time management
- Flexibility
- Working in a team

Confirmed as an accurate description of the function:

..... Date
Role Holder

..... Date
Manager