ARPC Position Description

Role title:	Analyst Actuarial Reserving and Capital		
Function:	Actuarial and Analytics	**Classification broadband:**	ARPC5/6
Location:	Sydney	**Security clearance:**	Baseline
Role reports to:	Manager Actuarial Reserving and Capital		
Direct reports:	Nil		

Purpose of the role

This role delivers actuarial reserving, capital, and liquidity modelling to support the achievement of ARPC's strategic objectives.

Key accountabilities

- Role model ARPC's Values and Code of Conduct and capabilities set out in ARPC's Capability Framework.

Reserving and Capital

- Implement, maintain, and continually enhance actuarial reserving and capital modelling processes under the guidance of the Actuarial Reserving and Capital Manager.
- Support the delivery of statutory liability valuations of ARPC's outstanding claims liability and premium liabilities consistent with professional standards and ARPC policies.
- Support the delivery of ARPC's annual actuarial valuation report and monthly actuarial reserves.
- Prepare and analyse input data for reserving and capital modelling, including reconciliation and validation.
- Maintain and enhance ARPC's capital projection model and produce annual projections of ARPC's forward looking financial projections.
- Model ARPC's cashflow and liquidity needs to support appropriate liquidity management.
- Produce analyses to provide updates and insights on reserving and capital management matters to senior management and the Board.
- Contribute to reserving and capital management sections of the annual Financial Outlook Report, Corporate Plan, and Annual Report.
- Support actuarial process improvements and contribute to the development of efficient automation, governance and reporting tools.

Risk management

- Help to ensure sound Risk Management principles and systems are in place within reserving and capital practices.
- Proactively identify risks, implement mitigating actions and improvements and monitoring outcomes

Other

- Provide support to other actuarial functions as required.
- Participate in ARPC Corporate projects as and when opportunities arise.
- Risk Capability - Actively contribute to managing risk well at ARPC by embedding risk into day-to-day activities supporting a culture of openness, accountability and continuous improvement.

Working relationships (Key stakeholders, clients, customers, suppliers, providers, consultants, etc.)

Build and maintain strong relationships within:

- **Internal** relations with
  - All members of the ARPC team
  - Including Senior Executive and Board Members
- **External** relationships in/with
  - Vendors and partners.

Person specification

Qualifications and experience
Qualifications (indicate whether mandatory or desired) • Completion of part 1 and part 2 subjects and progression towards becoming a Fellow of the Institute of Actuaries of Australia - *Desired* • Tertiary qualification in Economics, Actuarial Studies, Finance, Statistics or Commerce - *Mandatory* **Experience** (minimum type and level of experience required to perform the role) • 1-3 years' experience in the reinsurance, insurance industry or finance sector - *Desired* • Working knowledge of financial services (insurance, reinsurance and/or banking) - *Desired*

Key legislative / regulatory role responsibilities
Public Interest Disclosure Act 2013 (PID Act) • ARPC staff must assist the ARPC CEO (or delegate) and/ or the Commonwealth Ombudsman in the conduct of a PID investigation. **Privacy Act 1988** • ARPC staff must adhere to the Australian Privacy Principles and the ARPC Privacy Policy and report any privacy breaches by any employee or contractor to the Privacy Officer / or Privacy Champion, as soon as they become aware of them. **Freedom of Information Act 1982 (FOI Act)** • ARPC staff are responsible for notifying and supporting the Information Public Scheme (IPS) Team to ensure published website Information is accurate, up-to-date and complete. • ARPC 'owners' of website content are required to review content on their page(s) at least annually. **Work Health & Safety Act 2011 (WHS Act)** • All workers, including senior managers and executives, have duties under WHS Act. • These duties include taking reasonable care for our own psychological and physical health and safety and that your actions or omissions do not adversely affect the health and safety of other persons.

Technical Capabilities (skills, knowledge, technical or specialist capabilities)
• Experience with a programming language such as SQL, SAS, R, Python • Strong knowledge of the MS Office suite, including Word, PowerPoint, and Excel • Strong written and verbal communication skills • Strong analytical skills with the ability to derive simple insights from complex data. • Ability to build strong relationships with various stakeholders. • Interest in developing commercial acumen. • Interest in developing legislative and regulatory interpretation and application skills. • Astute attention to detail • Ability to work as part of a team and autonomously as a subject matter expert

Authorities	Limits/ type
Financial delegations:	As per ARPC Delegations Policy
HR delegations:	As per ARPC Enterprise Agreement
Declared Terrorist Incident (DTI) and Declared Cyclone Event (DCE):	As per ARPC Event Response Policy

Additional requirements

ARPC Values			
• Integrity	• Respect	• Service	• Wellbeing

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ARPC Capabilities (Integrated Leadership System) ARPC Capabilities describe behavioural expectations for all employees, by classification broadband.
• Shapes strategic thinking • Achieves results • Supports/cultivates productive working relationships • Exemplifies personal drive and integrity • Communicates with influence

Prepared by: **(Name & Position**)	*Pulkit Jain* *Head of Actuarial*	**Date:**	November 2025
Approved by: **(Name & position)**	*Scott Unterrheiner* *Chief Financial officer*	**Date:**	November 2025

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