

Group Annuity Pension Specialist
Toronto, Ontario

Brookfield Annuity Company (“BAC”) is a life insurance company with a primary focus on the pension risk transfer market in which buy-out and buy-in group annuity policies are sold to defined benefit pension plans in Canada. The company was licensed by OSFI in late 2016. With annual Canadian pension risk transfer volumes being over \$7B and growing, new members of the Brookfield Annuity team will have the opportunity to be part of this exciting company and market.

For more information about Brookfield Annuity, visit our website at www.brookfieldannuity.com

Brookfield Annuity Company is wholly owned by **Brookfield Reinsurance Ltd.** (“Brookfield Reinsurance”), a leading reinsurance business focused on providing capital-based solutions to insurance companies and their stakeholders. Brookfield Reinsurance is listed on the TSX and NYSE under the symbol ‘BNRE’. Through its operating subsidiaries, Brookfield Reinsurance provides a broad range of insurance products and services to individuals and institutions, including life insurance and annuities, health, and personal and commercial property and casualty insurance.

Brookfield Annuity is hiring a **Group Annuity Pension Specialist** for the Operations team reporting to the Director, Operations. The focus of this role is to assist with the company’s day to day annuity policy operations, including new client onboarding, monthly annuity payroll, annuity administration, and project related initiatives that aim to help accelerate BAC’s capabilities as a group annuity market leader. This role will participate in projects and enhancement initiatives that will support the business’ goal of ensuring stable, sustainable and scalable solutions. This is an exciting time to join Brookfield Annuity; with the rapid growth of our business comes the opportunity to be part of a small but expanding team, all while collaborating with other functions and departments, including actuarial, investments, risk, finance, and compliance.

The successful candidate must have strong technical and business process skills, be highly collaborative, have a passion for process improvement, generating business efficiencies and advancing the customer experience, and be a dynamic contributor, with the ability to be agile, adapt and learn quickly as part of a dedicated team.

Responsibilities:

Support Business As Usual Activities

Client Onboarding

- Support client onboarding activities that involve the validation and transformation of plan member data to map to and adhere to system requirements, execution of User Acceptance Testing and production data validation, and peer review of onboarding files by other team members.

Monthly Payroll

- Support payroll activities through variance analysis and reconciliation of monthly payroll reports and preparation of reconciliation reports for pension plan sponsors/administrators, reinsurers and other insurers.

Annuity Administration

- Assist with ongoing annuity administration such as investigating and resolving claims related queries from plan sponsors, administrators, reinsurers and/other insurers, validation of monthly reports and delivery of ad-hoc requests for member data and/or reports.
- Support third party data related initiatives, i.e., tracing exercises, review of tax slips etc.

Project Lead

- Represent the group annuity operations team in major projects, business and technology transformation initiatives to enhance the group annuity life cycle processes.
- Lead initiatives related to business process reengineering, system enhancements and legislative changes.
- Provide pension support and technical guidance to other team members.
- Identify opportunities where existing business processes can be streamlined or reengineered and lead the design and implementation of those changes.
- Communicate group annuity operations requirements to vendors engaged for project work; including the development of process documentation, and provide support throughout the development life cycle, i.e., UAT testing.
- For projects involving third parties, develop testing plan, from planning through to development, training and post deployment support.
- Lead the development and delivery of cross training with team members and provide expertise and knowledge transfer on business processes.

Required Skills and Experience:

- Post-secondary degree in Actuarial Science, Statistics, Mathematics, Engineering, Finance, Business Administration, Economics, Computer Science or equivalent
- CEBS and/or PPAC
- Strong data management and analysis skills
- Insurance sector experience and knowledge of group annuities/pensions is highly desirable
- Experience using Microsoft Office (Word, PowerPoint, Outlook) with advanced Excel knowledge
- SQL and/or Python experience would be an asset
- Strong oral and written communication skills
- Ability to multi-task and perform with a high degree of excellence
- Strong attention to detail and accuracy
- Quick to learn new skills and applications
- Flexible and willing to take on a variety of tasks
- Strong team player, motivated and resourceful to work as part of a small and dedicated team
- Project planning and project management skills
- Bilingual in French is an asset

Please email your resume including any covering comments you wish to provide to careers@brookfieldannuity.com.

All applicants must be legally eligible to work in Canada. Employment is contingent on the satisfactory completion of pre-employment background and reference checks.