NEIL

Position Description

Position Title: Business Analyst – Risk Management   **Salary Band:** E ($63,500 - $101,500)
Department: Finance & Risk   **FLSA Status:** Exempt
Reports To: Director – Risk Management   **Supervisory Responsibility:** No

JOB SUMMARY

Support NEIL's Risk Management & Finance function using data and analytics proficiencies to perform basic modeling and reporting. Effectively leverage data tools to maintain and enhance risk reporting and complete various data requests. Promote effective enterprise risk management decisions through the monitoring and development of various risk indicators and other solvency/reinsurance analyses. Proactively support and build successful business partnerships between the Risk/Finance department and the organization. Lead assigned projects effectively.

DUTIES & RESPONSIBILITIES (* = ESSENTIAL FUNCTIONS)
1. *Leverage Excel and analytical skills to develop and enhance company Enterprise Risk Dashboards, Key Risk Indicators (KRIs), and Remediation Activities for review by Management and Board of Directors. Create and run reports. Solicit business requirements for reporting.

2. Improve data collection and cleansing processes, creating and implementing controls where necessary, to improve reporting and analysis. Automate where possible, leveraging NEIL's IT team as needed.

3. *Aid in maintaining financial models (historical financials, long range planning, and Best's Capital Adequacy Ratio), in support of NEIL's Risk Management Framework, Financial Vision, and capital management framework.

4. *Support the evaluation and analysis of loss/claims activity, premium reporting, and forecasting as NEIL's exposure base changes; analyze and understand key drivers and changes in data and exposures.

5. *Support effective communication to the Board of Directors, Members, and rating agencies; lead efforts to collect data and assemble materials for AM Best regarding their Annual Company Review of NEIL.

6. Support internal control discussions and formulation of written policies and procedures.

7. Lead or support cross-functional and occasionally Member-facing projects, including tracking and reporting upon project status, project roles, and early risk identification if project is deemed at-risk for timely completion.

8. Perform other duties as assigned to foster an efficient flow of business.

All duties to be conducted in accordance with NEIL's Core Values.

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QUALIFICATIONS

Job Knowledge
- Advanced knowledge of Excel and PowerPoint
- Working knowledge of data management (SQL, VBA, etc.) and data visualization software (Power BI, Tableau, etc.)
- Working knowledge of data analytics, modeling, and statistical analysis
- Familiarity with insurance operations preferred
- Familiarity with accounting concepts preferred

Competencies & Abilities
- Able to analyze data and develop related insights through critical thinking
- Able to flexibly manage multiple projects and organize priorities
- Self-starter who can work independently
- Strong written and verbal communication skills

Education & Experience
- Three years of experience in financial services, data management, or related work required
- Bachelor's degree in statistics, mathematics, actuarial sciences, finance, accounting, or related field required
- Experience in property & casualty (re)insurance preferred

Physical Requirements
- Ability to sit/stand for extensive periods of time
- Ability to use the computer for extensive lengths of time
- Ability to travel independently