



Position Description

Position Title: Data Analyst – Risk Management

Department: Finance & Risk

Reports To: Director – Risk Management

Salary Band: E

FLSA Status: Exempt

Supervisory Responsibility: No

JOB SUMMARY

Supports NEIL's Risk Management & Finance function using data and analytics proficiencies, to complete various modeling and reporting. Effectively leverage data tools to maintain and enhance risk reporting and various data requests. Promotes effective enterprise risk management decisions through the monitoring and development of various risk indicators and other solvency/reinsurance analyses. Proactively supports and builds successful business partnerships between the Risk/Finance department and the organization. Provides effective project management.

DUTIES & RESPONSIBILITIES (* = ESSENTIAL FUNCTIONS)

1. *Leverage data tools 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.
2. Automate and improve data collection and cleansing processes, creating and implementing controls where necessary, to improve reporting and analysis.
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. Provide project management skills for 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. Other duties as assigned to foster an efficient flow of business.

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

QUALIFICATIONS

Job Knowledge

- Comprehensive knowledge of data processing and mining (SQL, VBA, etc.) and data visualization softwares
 - Comprehensive knowledge of Excel, PowerPoint, and Word
 - Thorough knowledge of data analytics, modeling and statistical analysis
 - Prefer proficiency with accounting concepts
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Competencies & Abilities

- Proactively analyze data and develop related insights through critical thinking
- Ability to flexibly manage multiple projects and organize priorities
- Self-starter who can work independently in a fast-paced environment
- Strong written and verbal communication skills.

Education & Experience

- Three years experience of data analyst or corporate finance experience required
- Bachelor's degree in statistics, mathematics, actuarial sciences, finance, accounting, or related field required
- Experience in property & casualty (re)insurer 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
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