

**Data Analyst**  
**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 and is in its sixth year of active operations. With annual Canadian pension risk transfer volumes being over \$5B 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](http://www.brookfieldannuity.com)

Brookfield Annuity is wholly owned by **Brookfield Asset Management Reinsurance Partners Ltd.** (“BAM Re”). BAM Re is a leading reinsurance business focused on providing capital-based solutions to insurance companies and their stakeholders. Through its operating subsidiaries, North End Re and Brookfield Annuity, BAM Re provides annuity-based reinsurance products to insurance and reinsurance companies and acts as a direct issuer of pension risk transfer products for pension plan sponsors.

Brookfield Annuity Company is hiring a **Data Analyst** with the Operations team reporting to the VP, 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 data related initiatives that aim to help accelerate BAC’s capabilities as a group annuity market leader. This role will participate in business-wide data projects that will support the management team with business decisions. This is an exciting time to be joining us, with the rapid growth of our business comes the opportunity to be part of a growing team, all while collaborating with other functions and departments, including actuarial, investments, risk, finance, and compliance.

The successful candidate must have superior data management skills and a strong interest in helping to grow/develop BAC’s data practices and initiatives while being a dynamic contributor, with the ability to be agile, adapt and learn quickly as part of a dedicated team.

**Responsibilities:**

**Data Analytics**

- Collaborate with management and/or cross functional teams on data related projects to help maintain or develop new reporting solutions that will help enable business decisions and/or support operational efficiencies
- Apply appropriate data engineering techniques and processes to optimize data flows and consumption
- Maintain monthly and year over year dashboards to assist with reporting to senior management
- Utilize data visualization tools and techniques for more impactful reporting
- Apply data quality methodology, i.e., completeness and accuracy to drive an exceptional onboarding experience for our clients
- Operate within defined data governance framework
- Effectively communicate complex data findings in a clear & concise manner to multi-disciplined teams
- Assist with the maintenance of the Operations team’s playbook for ease of training and knowledge transfer to team members
- Assist with training new team members as required

## **Support Business As Usual (BAU)**

### 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 member(s)

### 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 investigation and resolution of claims related queries from plan sponsors, administrators, reinsurers and/other insurers, validation of monthly reports, delivery of ad-hoc requests for member data and/or reports and support of ongoing data related initiatives, i.e., life audits, review of tax slips etc.

## **Required Skills and Experience:**

- Post-secondary degree in Actuarial Science, Statistics, Mathematics, Engineering, Finance, Business Administration, Economics, Computer Science or equivalent
- Insurance sector experience and knowledge of group annuities/pensions is highly desirable
- Experience using Microsoft Office (Word, PowerPoint, and Outlook) and advanced knowledge of Excel in particular
- Highly skilled with SQL and Python
- Experience with business intelligence software (e.g., Power BI), and/or PowerApps
- Experience with data visualization tools
- Strong oral and written communication skills
- Ability to multi-task and perform well under pressure
- 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 that is motivated and resourceful to work as part of a small and dedicated team
- Project planning and project management skills would be an asset

Please email your application including your resume and any covering comments you wish to provide to [careers@brookfieldannuity.com](mailto: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. The successful applicant will be required to show proof of full COVID-19 vaccination, subject to any required accommodation under human rights law.*