

Operations Analyst
Toronto, Ontario

Brookfield Annuity Company 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 fourth 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, visit our website at www.brookfieldannuity.com.

Brookfield Annuity is wholly owned by **Brookfield Asset Management Inc.** (“Brookfield”). Brookfield is a global alternative asset manager with over \$550B in assets under management. The company has a 120-year heritage of owning and operating assets with a focus on property, renewable energy, infrastructure, and private equity. Brookfield offers a range of public and private investment products and services and is co-listed on the New York (NYSE: BAM), Toronto (TSX: BAM.A), and Euronext (Euronext: BAMA) stock exchanges.

Brookfield Annuity is hiring an entry-level **Operations Analyst** to be part of the company’s operations team. This role will report to the VP, Operations and will have exposure to all aspects of the company’s annuity operations, including new client onboarding, monthly payroll, and annuity administration. Given our team-based approach, there is an opportunity to interact with other functions and departments, including actuarial, investments, risk, finance, and compliance.

Responsibilities

- New client onboarding
 - Work with the pricing team to ensure full understanding and proper execution of data requirements
 - Validate and transform plan member data to fit system requirements
 - Verify annuitant data in the administration system and welcome packages
- Monthly payroll
 - Perform variance analysis for monthly payroll reports
 - Reconcile payroll reports with actuarial valuation data for enhanced data integrity
 - Prepare reports and reconciliations for pension plan sponsors, reinsurers, and other insurers
 - Analyze and synthesize datasets into clear actionable decision-making
- Annuity administration
 - Partner closely with the third party administration team to perform annuity administration activities, investigate and resolve data queries
 - Produce data for third party existence checking provider
 - Validate monthly potential death reports provided by the third-party provider
 - Review T4A and other tax slips prepared by the third party administration team
 - Fulfill ad-hoc requests for member data and reports

- Track and coordinate data changes across teams for successful and timely delivery of administration projects and ensure completeness
- Continuous process improvement
 - Identify opportunities to improve operations efficiency and administrative procedure
 - Assist in the creation and maintenance of Python scripts, SharePoint team sites, PowerBI and PowerApp
- Cyber Security
 - Perform periodic review of access rights to confidential data

Required Skills and Experience

- Post-Secondary Degree in Actuarial Science, Statistics, Mathematics, Engineering, Finance, Computer Science or equivalent
- Knowledge of group annuities and pensions
- Co-op or internship experience within the insurance or pensions industry
- Experience using Microsoft Office (Excel, Word, PowerPoint, and Outlook) or equivalent
- Experience using Python is highly preferable
- Experience with business intelligence software (e.g. Power BI) is highly preferable
- Experience with SharePoint, OneDrive, and PowerApp is desired
- Strong oral and written communication skills
- Able to work on multiple tasks effectively and efficiently
- Able to learn new skills quickly
- Thorough and detail-oriented
- Flexible and willing to take on a variety of tasks
- Motivated and resourceful to work as part of a small, dedicated team

Please email your application to info@brookfieldannuity.com. Please include your resume, cover letter, and most recent grade report or transcript with your application.

All applicants must be legally eligible to work in Canada on a permanent basis. We require applicants to undergo a background verification process prior to commencing employment with Brookfield Annuity. Employment is contingent on the satisfactory completion of pre-employment background checks.