



Institute of Actuaries of India

Statutory body established under an Act of Parliament

Unit No. F-206, 2nd Floor, F Wing, Tower II, Seawoods Grand Central,
Plot no R-1, Sector 40, Nerul Road, Navi Mumbai - 400706
+91 22 6243 3333 +91 22 6243 3322

Date: 18-04-2024

JOB DESCRIPTION:

Job Title	Manager	Level & Grade	Level 3 Grade 2
Department	Compliance	Location	Seawood, Navi Mumbai
Reports to	Assistant General Manager	Reportees	NA

Job Purpose:

The Institute of Actuaries of India seeks professionals with unwavering integrity, a strong sense of purpose, and a history of results-driven service in the Compliance Department. As a Compliance Officer, you'll offer streamlined administrative and operational support to the Assistant General Manager - Compliance, ensuring the department's seamless operation. Your role includes upholding the Institute's compliance standards in accordance with relevant laws, regulations, and guidelines.

Responsibilities:

1. Regulatory and Compliance Support:

- Independently organize and maintain files and records pertinent to compliance, legal, statutory and audits at IAI and prepare an actionable tracker on appropriate medium for it shared among all stakeholders.
- Prepare and distribute documents, notices, agendas, and minutes for meetings as directed.
- Coordinate appointments, meetings, and conference calls for the AGM Compliance as and when necessary.
- Compile monthly status reports on all ATRs for management review.



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2. **Regulatory Monitoring and Compliance:**

- Support in monitoring regulatory changes and updates relevant to the actuarial profession and ensuring compliance with Actuarial Practice Standards (APSS) and Guidance Notes (GNs).
- Assist in the preparation and review of legal and compliance documents, including drafting responses to regulatory authorities, agreements, and contracts under supervision.
- Generate qualitative and comparative reports on amendments and proposed changes for review of management on monthly basis.

3. **Legal and Legislative Support:**

- Provide assistance in legislative drafting and the preparation of various regulations, rules, guidelines, and practice standards.
- Seamless coordination with external counsels for legal opinions, guidance, and representation in legal matters for timely attendance on matters at hand.

4. **Coordination and Liaison:**

- Act as a liaison between the Compliance Department and other departments to ensure effective implementation of administrative policies and SOPs.
- Support in reporting non-compliance issues to the respective departments and committees for corrective action.

5. **Professional Conduct and Ethical Practices:**

- Assist in promoting and ensuring compliance with professional conduct standards and ethical practices within the actuarial profession.



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6. **Specific Projects and Initiatives:**

- Special projects and initiatives as assigned by the management to enhance organizational compliance and efficiency.

7. **Maintenance of Financial Contracts and Agreements:**

- Diligent monitoring all ongoing financial contracts, Memoranda of Understanding (MOUs) and agreements between IAI and its vendors.
- Regularly review the terms and conditions of financial contracts to ensure compliance and accuracy.
- Collaborate with all stakeholders for renewal of contracts and agreements at least one month prior expiry.

Educational Qualification and Experience requirements:

- Bachelor's degree in law with minimum 60 % marks in graduation/ post graduation.
- Completion of the intermediate level exam in either the Chartered Accountant (CA), Company Secretary (CS), or Cost and Works Accountant (CWA) professional course
- 5-7 years of experience in a compliance, legal, or regulatory environment, preferably within the insurance, education services, banking, financial services sector.
- Demonstrated professional competence in legal and regulatory frameworks.
- Proficient in Microsoft Office Suite and compliance management software.

Working term:

- Appointment is on a full-time basis.

Age requirements:

- Minimum Age – not less than 28 years
- Maximum Age – not more than 35 years



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How to apply:

Kindly apply by sending your CV at vinita@actuariesindia.org

Last date for application: 30th April 2024

About IAI:

The Institute of Actuaries of India (IAI) is a statutory body established by an Act of Parliament, viz. The Actuaries Act, 2006 for regulating the profession of Actuaries in India. The nodal ministry for the Institute is Department of Financial Services, Ministry of Finance.

The affairs of the IAI are managed by a Council in accordance with the provisions of the Actuaries Act, 2006.