

## Asst. Manager : Group - Reg reposting & analytics

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Company: ICICI Prudential Life Insurance

Location: Mumbai

Category: other-general

### Job Details

#### Asst. Manager : Group - Reg reposting & analytics

3 - 8 Yrs

Mumbai

Asst. Manager

Job description

#### Role Purpose

To manage Regulatory and financial reporting,

#### Key Accountability

Ensure awareness of all Regulatory norms for Retail and Group claims

Having a strong understanding and experience in managing Reportings (Regulatory, Financial)

Having good knowledge of Accounting and financial related activities

Ensure error free preparation and execution of the all Reporting activities

Liaise with Finance, Compliance, Actuary wherever required to ensure seamless delivery

Build System enhancements and propose changes in process to keep compliance to it

Develop and implement quality controls and departmental standards to ensure quality of

standard delivery

Anticipate future requirements if any from stakeholders and design/ develop/ recommend solutions

Monitor the implementation of established action plans

Assist the business areas with developing a remediation action plan for issues identified

Lifeasia , Group Asia (insurance policy admin system) would be preferred

Ability to work within and across teams to develop strong relationships with subordinates, peers, and senior managers to accomplish goals in a timely manner

Strong MS excel, BO and MS access knowledge

Liaising with stakeholders where necessary

Ensure timely, speedier and accurate delivery

Ensuring attainment of quality at all times (self and team)

Training staff on organizational policies and ensuring that procedures are followed at all times

**Educational Qualification** Graduate, Pharma, PG

### **Competencies (Knowledge & Skills)**

#### **Knowledge:**

1. System Knowledge
2. Products knowledge
3. MS / Open Office
4. Basic computer skills (excel, word etc), Analytical skills ,Good observation skills, Process orientation
5. Power point presentation skills

#### **Skills:**

1. Communication skills
2. Good Interpersonal skills

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