



RBA
RÉGIME DES BÉNÉFICES AUTOCHTONE
NATIVE BENEFITS PLAN

NOTICE OF COMPETITION

The Native Benefits Plan (NBP) is an Aboriginal organization that seeks to be a benchmark in pension fund management and an expert in fringe benefits for First Nations of Quebec. Since its establishment in 1979, the NBP has focused on improving the financial independence of First Nations members.

POSITION: **Actuarial advisor**
WORKPLACE: Wendake
DURATION: Permanent full-time position

BRIEF DESCRIPTION OF THE POSITION:

Under the supervision of the actuarial and information technology director and the functional supervision of the actuarial coordinator, the position holder administers the benefits of the Plan. They perform various calculations and actuarial work. They document the procedures and draw up the communication elements related to the pension plans. They assist the actuarial coordinator in all their tasks and provide expertise related to their field of activity. The position holder greatly contributes to achieving the objectives of the actuarial sector and promotes the maintenance of a work environment focused on mutual assistance, respect, and cooperation.

MAIN DUTIES:

- Performs all the calculations related to termination of participation, death, divorce, or any other activity, and prepares the corresponding statements;
- Performs the non-contributed service buyback assessment calculations and any other complex calculations and prepares the corresponding statements;
- Verifies the retirement estimate calculations produced by other members of the actuarial team;
- Answers questions from participants and employers concerning the nature of the benefits offered by the Plan, taking applicable legislation into account;
- Helps develop communication materials addressed to participants and employers;
- Updates the procedures, working methods, and forms register according to the needs of the actuarial sector;
- Proposes administrative procedures to improve the efficiency of the activities of the actuarial sector;
- Validates certain work performed by technical staff in the actuarial sector;
- Monitors legislation and best practices related to pension plan administration.

REQUIRED SKILLS AND QUALIFICATIONS:

- Undergraduate degree in actuarial sciences or a related field;
- 3 to 5 years of relevant experience in the field of pension plan administration;
- Knowledge of the laws and regulations governing pension plans under federal and provincial (Quebec) jurisdiction and other applicable legislation;
- Ability to communicate in both official languages at an advanced level (spoken and written);
- Knowledge of and experience with taxation and the First Nations community (an asset);
- Advanced knowledge of computer office tools (Microsoft Office suite, etc.).

DESIRED QUALITIES:

- Be capable of managing priorities according to projects and issues;
- Be client-focused and capable of adapting their communication to the audience;
- Have rigour and attention to detail and act with professionalism;
- Have the desire to improve your work and knowledge;
- Be capable of participating positively and actively in team projects.

OTHER ELEMENTS OF THE COMPENSATION PACKAGE:

- Participation in a defined benefit pension plan;
- Competitive group insurance program;
- The gross annual salary for this position is between \$62,700 and \$86,200 and varies according to the candidate's experience, qualifications, and skills;
- Attractive work schedule (4.5 days/week) and possibility of remote work;
- Three weeks of vacation upon hiring, plus two paid weeks during the holiday season.

HIRING PRIORITY:

The NBP aims to fill positions with the best available candidates, favouring the hiring of a First Nations member to the extent possible.

CLOSING DATE:

Interested candidates should send their resume and a cover letter before April 15, 2022, at 4 pm by email to RBA@rbagroupefinancier.com or to the following address: 2936, rue de la Faune, office 202, Wendake, Quebec G0A 4V0. Interviews will take place the week of April 18, 2022.

Position start date: May 9, 2022

Please note that we will only contact those whose applications have been selected to continue the process.