

Posting Notice



Job Title: Lead Synthetic GIC Analyst
Market Guidelines: \$86,000 - \$110,000 (Salary commensurate with demonstrated experience)
Division: AEGON - Employer Solutions and Pensions - Stable Value Solutions (SVS)
Location: Baltimore, Maryland
Department: Operations

ABOUT US:

With approximately \$60 billion in investment balances, Stable Value Solutions (SVS) is the leading provider of synthetic GICs (Guaranteed Investment Contracts)--the core stable value product serving the pension and savings market. Our synthetic GIC clients are the investment managers of the stable value components of the 401(k) and 457 defined contribution plans and our product serves a broad range of investment alternatives in this asset class.

We are relocating our operations from Louisville, Kentucky to Baltimore, Maryland and are on target to have the major moves complete by the end of 2011. As part of the business transition, we are looking for a significant number of new employees in the Baltimore area to build upon the core business platform that is moving, and help position the business for ongoing success.

SVS is a business unit in the Employer Solutions and Pensions (ES&P) division of AEGON, one of the world's largest providers of life insurance, pensions and long-term savings and investment products. Join us and become part of a large organization building a wide and interesting presence in Baltimore.

JOB SUMMARY:

The successful candidate will lead SVS Operations' Contract Administration team and will be responsible for valuation, compliance, contract maintenance, quantitative analysis, underwriting, and relationship management activities. This role reports to the Senior Vice President of Operations and will assist in setting the team's direction and ensuring effective execution of day-to-day operations to effectively administer the business unit's book of synthetic GIC business.

DUTIES:

1. Manage workflow for contract administration team to ensure that monthly processes are completed in a timely manner. Establish and report on team goals
2. Develop annual underwriting schedule and report on results of underwriting analysis and status of overall progress by Contract Administration. Additionally, manage and report on all ad hoc underwriting activities as a result of internal and external customer requests.
3. Manage and develop a team of professionals.
4. Monitor processes and controls for effectiveness and implement improvements to ensure the team is able to appropriately administer the synthetic GIC contracts.
5. Work with the SVS operations technical team to ensure the administrative systems are appropriately maintained, solicit feedback from all parties on needed system enhancements and partner with the system owners to prioritize the needed changes.
6. Create reporting and analyze trends or exceptions with transaction processing, crediting rate changes and portfolio compliance of the contract and manage the escalation of unusual transaction items that may affect risk management, marketing, or operations processes.
7. Ensure the timely collection of monthly and quarterly performance information from the investment managers including, but not limited to, market values, investment guideline compliance certificates, and detailed portfolio information. Effectively report exceptions to all interested internal parties.
8. Ensure data integrity in the administrative systems is maintained.
9. Lead or assist on departmental, cross functional, and/or strategic projects, as needed.
10. Proactively develop and maintain good relationship management with each Investment Manager with a goal to ensure they understand the information provided to them and the importance of our informational needs.

11. Maintain a strong internal business partnership with internal risk management, marketing and legal areas.

Qualifications:

- 8+ years related experience. Experience in an investment operations or investment accounting/analysis environment is preferred.
- 5+ years experience leading the implementation of or continuously improving a control environment.
- 5+ years experience working with fixed income portfolios, structuring, and/ or investment guidelines.
- 5+ years experience using root cause analysis and systems thinking in conducting business analysis.
- 5+ years working with fixed income securities.
- 3+ years experience managing others.
- Strong aptitude for actuarial, financial and investment concepts is essential.
- Proficient with Microsoft Office applications with a strong emphasis placed on experience using Microsoft Excel, Microsoft Access, SQL or other tools to extract and analyze data and report results.
- Preferred familiarity with how a synthetic GIC contract works in terms of contract terms, allowable transactions and compliance activities.
- Work well in a hands-on environment where coordination and teamwork with legal, marketing, risk and other business areas is a priority.
- Must be a US citizen or have permanent authorization to work in the US.

Performance Skills

1. Systematic Problem Solving – Able to apply systems thinking to generate solutions; focus on process rather than isolated events; obtain multiple assessments of a situation and be systematic in identifying trouble spots; use tools to define problems; evaluate alternative solutions.
2. Attention to Detail – Able to be alert in a high-risk environment; follow detailed procedures and ensure accuracy in documentation and data; carefully monitor processes; concentrate on routine work details, and organize and maintain a system of records.
3. Teamwork – Able to share due credit with coworkers; display enthusiasm and promote a friendly group working environment; work closely with other departments as necessary; support group decisions and solicit opinions from coworkers; display team spirit.
4. Relationship Management - Able to develop rapport with others and recognize their concerns and feelings; build and maintain long-term associations based on trust; help others.
5. Commitment to Task – Able to take responsibility for actions and outcomes and persist despite obstacles; be available around the clock in case of emergency; give long hours to the job; demonstrate dependability in difficult circumstances and show a sense of urgency about getting results.
6. Communication - Able to clearly present information through the spoken or written word; read and interpret complex information; talk with customers or clients; listen well
7. Tolerance of Ambiguity – Able to withhold actions or speech in the absence of important information; able to deal with unresolved situations, frequent change, delays or unexpected events.

EDUCATION/TRAINING/ENVIRONMENTAL:

1. Undergraduate degree required, preferably in economics, finance, accounting or mathematics.
2. MBA, CPA, CFA preferred.
3. Ability to work professional hours.
4. Ability to travel as needed during the business transition.

HOW TO APPLY:

To view and apply please visit: www.aegonusa.jobs and refer to req#11498. We are currently hiring for multiple positions, this position is also posted as a Sr. Synthetic GIC Analyst and an Intermediate Synthetic GIC Analyst.

PAY, BENEFITS AND WORK SCHEDULE:

Bonus Eligible: Yes
Relocation Offered: Yes
FLSA Status: Exempt

OTHER INFORMATION:

For questions regarding this position, please contact:
(To be considered an applicant, you must apply by using our online application system.)

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EQUAL OPPORTUNITY EMPLOYER

The candidate hired for this position will be an employee of Transamerica Life Insurance Company.