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 Government of Trinidad and Tobago <u>JOB DESCRIPTION</u> CONTRACTUAL POSITION	
JOB TITLE: INSOLVENCY ANALYST	
JOB SUMMARY:	
<p>The incumbent is required to carry out functions related to the supervision and administration of estates. These activities include supervising the administration of insolvency estates by reviewing, analyzing, and verifying the activities of the debtors, creditors and trustees in relation to the requirements of the Act and regulations. Overall, the incumbent is accountable for the proper administration of estates often involving large amounts of funds and disposal of valuable assets.</p>	
REPORTS TO:	Deputy Supervisor
SUPERVISION GIVEN TO:	Business Operations Assistant II performing the role of Accounts Assistant
DUTIES AND RESPONSIBILITIES:	
<ul style="list-style-type: none"> • To promote the proper administration of the estate files. • To monitor the activities that occur on a file by reviewing notices, reports and submissions that are filed by the trustee. The incumbent would monitor for non-compliance, delinquent reporting, improper disbursement and accounting of funds, and errors that may affect the administration of the file. • To conduct examinations of debtors and trustees as necessary to obtain information regarding compliance with the Act and regulations. • To maintain the Office of the Supervisor of Insolvency's official record of the estate. • To review debtor, creditor and trustee documentation and forms and ensure they are complete and filed in a timely manner. • To examine Trustees' accounts of receipts; disbursements from the estate and final statements and verify their appropriateness and / or compliance with the established requirements. • To analyze estate documentation for compliance with the Act and regulations and follow up on issues. • To monitor that the trustee and debtor are carrying out their responsibilities under the Act in a timely manner. • To undertake debtor examinations when warranted with respect to the debtor's conduct; 	

<p>the causes of bankruptcy; the disposition of the bankrupt’s property; and such other matters as deemed necessary; Based on the results of the examination’s findings, may recommend to the Deputy Supervisor actions against a debtor including the conducting of a formal investigation for non-compliance with the Act.</p> <ul style="list-style-type: none"> • From time to time undertake on-site inspection at the Trustee’s Office in order to examine office practices, review estate files and the quality of documentation, assess accounting procedures and transactions, verify banking records and account balances, and other matters to which the Act applies. • To liaise with the courts on estate and trustee matters and appearing before the court as required representing the interest of the Office of the Supervisor. • To chair first creditor meetings as delegated by the Supervisor. • To provide mediation services in accordance with the requirements of the Act. 	
KNOWLEDGE, SKILLS AND ABILITIES	
KNOWLEDGE:	<ul style="list-style-type: none"> • Considerable knowledge of the laws of Trinidad and Tobago. • Considerable knowledge in accounting and audit rules and principles. • Considerable knowledge of the insolvency system and its objectives. • Knowledge and experience with computers and normal office software.
SKILLS AND ABILITIES:	<ul style="list-style-type: none"> • Ability to accurately interpret the laws of Trinidad and Tobago. • Ability to analyze financial information. • Ability to manage conflict. • Ability to apply rules, policies, regulations, legislations, etc. • Ability to manage case files, projects, activities and respond to deadlines. • Ability to communicate effectively both in written and verbal forms.
MINIMUM EXPERIENCE AND TRAINING:	
<ul style="list-style-type: none"> ▪ Msc in Finance, Accounting or Economics. ▪ Experience in accounting, finance or audit work. ▪ Experience in working with and applying rules, policies, regulations, legislations, etc. ▪ A minimum of five (5) years experience in the financial sector. 	