Debt Analyst I – Back Office
Debt Management Division

Kind of Work

Responsible work in the field of Debt Management and Economics.

Distinguishing Features of Work

An employee of this class is responsible for assisting in the monitoring of day to day operations of the Debt Database (CS-DRMS/Meridian). Work involves the maintenance of the payment register for government bonds and loans; the maintenance of a register for Government guarantees and disbursements; and the recording of new instruments into the Debt Database (CS-DRMS/Meridian).

Work is performed with some initiative and independent judgment, but the employee receives general direction from Senior Debt Analyst and the Debt Analyst II who review work though discussions and analysis of reports.

Examples of Work

Accurately recording of new debt instruments (Loans, Bonds, Export Credit Facilities, Overdrafts, Derivatives etc) in a timely manner and with low operational risk.

Ensures that Central Government debt service payments are made on time and with zero error.

Liaise with the Investments Division, Ministries, State Enterprises and Statutory Authorities to ensure that debt service payments are made on time and with zero error.

Maintenance of a Debt Service Register for all Central Government Domestic and External Debt.

Preparation of instructions to the Treasury Department for the payment of principal, interest and Paying Agent and Trustee Fees on all Central Government Domestic and External Debt.

Liaise with the Central Bank of Trinidad and Tobago in relation to payments and registry services.

Updating of Procedures Manual for Back Office and CSDRMS/MERIDIAN functions.

Required Knowledge Skills and Abilities

Knowledge of the theory and principles in the practice of Economics or Finance and debt management.

Knowledge of current developments in economic and fiscal matters with particular emphasis on the Caribbean.

Ability to analyze and evaluate problems objectively and to recommend appropriate action.

Ability to express ideas clearly and concisely and to prepare comprehensive reports on economic and debt issues.

Ability to establish and maintain effective working relationships with other employees in the public sector.

Ability to effectively manage multiple tasks simultaneously.

Ability to quickly learn and utilize computerized database and reporting systems.

Knowledge of computer applications pertaining to economic and debt management including MS Excel.

Sound investigative, analytical and critical thinking skills.

Sound written and oral communication skills inclusive of presentation, networking and interpersonal skills.

Minimum Experience and Training

Training as evidenced by possession of a Bachelor's degree in Economics or Finance from a recognized University. Experience in word-processing and spreadsheet software, as well as data-entry and manipulation of database software would be an asset.

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