

Debt Analyst I – Middle Office Debt Management Division

Kind of Work

Responsible work in the field of Debt Management and Economics.

Distinguishing Features of Work

An employee in this class conducts research, analyses economic data and trends to aid in the solution of problems affecting the financing of Government's fiscal position and the domestic and external debt portfolio. Work involves the compilation of economic and statistical data and the preparation of preliminary reports relevant to the development and updating of policies such as the Medium Term Debt Strategy (MTDS); financing plan; loan guarantees policy; contingent liabilities policy and on-lending policy.

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 through discussions and analysis of reports.

Examples of Work

Compiles, investigates and analyses economic and debt statistics generated by the Central bank of Trinidad and Tobago, the Treasury Division and the Investments Division.

Generate reports on debt service, Average Time to Maturity (ATM), Average Time to Re-fixing (ATR), tenor as well as interest rates relating to the debt portfolio utilizing the debt management and recording database (CS-DRMS/ Meridian).

Compiles, analyses and interprets data for the formulation of preliminary reports for the development of policies including MTDS, financing plan loan guarantees policy; contingent liabilities policy and on-lending policy.

Compiles, analyses and interprets loan instruments to identify instruments that can be refinanced and the identification of instruments that have clauses that could increase the cost of refinancing and the maturing of debt instruments.

Assists in the conduct of market research to identify the appetite of financial institutions for Government Paper in terms of liquidity, interest rates and tenors.

Preparation of data for the annual Budget including debt service forecasts.

Prepare preliminary narratives and related statistical tables for the annual Review of the Economy and other reports of the Ministry on the public debt portfolio.

Prepares debt tables for the Debt Analyst II for the development and updating the Debt Sustainability Analysis (DSA).

Prepares preliminary annual estimates of expenditure for the Debt Management Office.

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 analyse 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.

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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