

Debt Analyst II – Back Office Debt Management Division

Kind of Work

Advanced work in Debt Management specifically in the areas of maintaining accuracy of all debt transactions in the Debt Database (CS-DRMS/Meridian), debt service, debt statistics, management of approved policies governing debt and management of stakeholder relationships.

Distinguishing Features of Work

An employee of this class assists in maintaining and administration of the Debt Database (CS-DRMS/Meridian) as it relates to the monthly Period End Processing and the uploading of macroeconomic variables including exchange rates and interest rates. Assists in the convening of the monthly Debt Database workgroup meeting; works closely with the IT System Administrator for the creation and maintenance of user accounts and solving user queries.

Assists in ensuring debt instruments are accurately recorded in the Debt Database; monitor upcoming debt service payment; initiating payment instructions to the Ministries, Agencies and Departments; receiving and reviewing Billing Notices to ensure accuracy and highlight inaccuracies found.

Work is performed with a degree of initiative and independent judgment, and is subject to review by the Manager, Assistant Manager and Senior Debt Analyst through discussion, evaluation of reports and recommendations submitted, for adherence to policy and achievement of objectives.

Examples of Work

Maintaining Grade A+ Database Status as it relates to the uploading of Rates, management of Arrears, Period End Processing (PEP) and Warnings & Errors.

Maintaining and validating Central Government, State Enterprises and Statutory Debt Portfolios.

Maintaining and verifying Interest Rates, Exchange Rates, Macroeconomic Data, Participants, GSS interface (Treasury bills & Notes, Auction Bonds) on CS-DRMS.

Management of new instrument uploads and updating of extended/refinanced instruments.

Overseeing the accuracy and creation of Country Specific Reports & other special reports.

Acting as liaison for other department users of CS-DRMS/Meridian.

Overseeing training for CS-DRMS/Meridian users.

Updating of the Procedures Manual for Back Office & CS-DRMS/Meridian functions.

Assists in the development of Country Specific Reports and other reports generated by the Debt Database (CS-DRMS/Meridian).

Overseeing the issuance 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.

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

Preparing records of monthly debt payments to the Central Bank Research Department.

Provision of minutes from debt database workgroup meetings to all stakeholders.

Required Knowledge Skills and Abilities

Considerable knowledge in utilizing the debt recording and management database (CS-DRMS/Meridian) in the preparation of reports and risk analysis of the debt portfolio as evidence by the completion of the relevant targeted training programmes in sector.

Considerable experience and knowledge in the different types of loan instruments i.e. Concessional, variable and fixed interest rate, Export Credit Facilities, Overdraft and bullet and amortization.

Considerable knowledge of the theory and principles in the practice of Economics or Finance and Debt Management.

Considerable knowledge of Applied Economics and of current developments in the practice of Debt Management and reporting.

Considerable knowledge in finance and financial markets (e.g. Money markets, debt markets – both international and domestic, primary and secondary markets).

Considerable knowledge of non-market sources of funding (e.g. International financial Institutions (IFIs) and their funding characteristics.

Considerable knowledge of the principles and practices of financial and debt management.

Considerable knowledge of all laws governing borrowing in Trinidad and Tobago, eg. External Loans Act Chapter 71:05, Development of Loans Act Chapter 71:04, the Guarantee of Loans (Companies) Act Chapter 71:82, the Exchequer and Audit Act, etc.

Considerable knowledge of Government's Financial Regulations and a strong track record on public policy making and a good understanding of macroeconomic policy

Considerable knowledge of computer applications pertaining to economic and debt management such as advanced MS Excel.

Knowledge of the principles of Public Debt Management as evidenced by the completion of relevant training programmes in the field.

Sound investigative, analytical and critical thinking skills.

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

Ability to provide leadership and vision to promote effective teamwork.

Ability to develop and maintain collaborative working relationships with colleagues, relevant stakeholders and other agencies.

Ability to express ideas clearly and concisely both orally and in writing, and to prepare comprehensive reports.

Ability to effectively manage multiple tasks simultaneously.

Minimum Experience and Training

Completion of foundation courses in Public Debt Management such Principles of Public Debt Management and use of CS-DRMS as evidence by the completion of the relevant training certificates.

Considerable experience in the field of economics or finance and training as evidenced by possession of a Bachelor's degree in Economics or Finance from a recognized institution; or any equivalent combination of experience and training.

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