

Debt Analyst II – Front Office Debt Management Division

Kind of Work

Advanced work in the field of Debt Management and Economics.

Distinguishing Features of Work

An employee in this class performs research into issues for the deepening and widening of the domestic debt market; current issues impacting Loan Agreements, Guarantee Agreements and On-Lending Agreements; current status of domestic and international bond markets and other work as directed by the Senior Debt Analyst in the DMU. Work involves research and data collection to inform the development and update of policies and issues that can potentially impact the Government financing requirements. Interpret market information, and have a good understanding of market instruments, market structures and conventions, and issuance techniques.

Work may also involve the planning, assigning and supervising the activities of professional and other technical staff in the preparation of reports, including Cabinet Notes, documents associated with debt instruments such as Paying Agency Agreement, Trust Deeds, Subscription Agreements and On-Lending Agreements.

Prepare comments on economic issues related to Paying Agency Agreement, Trust Deeds, Subscription Agreements and On-Lending Agreements

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

Assist in the review of Loan Agreements, Guarantee Agreements and On-Lending Agreements and identify economic impact and adherence to Government policy and laws governing debt in Trinidad and Tobago.

Assist in the preparation of lists of condition precedents contained in Agreement to facilitate disbursement of funds.

Liaise with the Treasury Solicitor's Department and Solicitor General's Department in the negotiation of debt instruments.

Review of maturity profiles from CS-DRMS/Meridian in the preparation of proposals for funding the Government's financing requirements.

Conduct of market reads to identify the appetite of financial institutions for Government Paper.

Required Knowledge Skills and Abilities

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

Knowledge of Applied Economics and of current developments in the practice of debt management and reporting.

Knowledge and understanding of research and analytical techniques and of the methods of statistical and mathematical analysis.

Knowledge of the principles and practices of financial and debt management.

Knowledge of the laws governing Public Sector Debt 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.

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

Considerable knowledge in utilizing the Debt Recording and Management Database (CS-DRMS/Meridian) utilized by the Ministry of Finance for public debt administration and management in the preparation of reports and risk analysis of the debt portfolio.

Knowledge of the principles of Public Debt Administration and Management.

Sound investigative, analytical and critical thinking skills.

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

Ability to provide implement the vision and mission of the Debt Management Office and promote effective teamwork.

Ability to conduct meetings with persuasiveness and diplomacy.

Ability to analyze issues, make informed judgments, solve problems and provide advice on economic, financial and debt matters.

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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