

Debt Analyst II – Middle 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 affecting Government's domestic and external debt portfolio as directed by the Senior Debt Analyst in the DMU. Work involves research and data collection to inform the development and update of policies such as the Medium Term Debt Strategy (MTDS); financing plan; loan guarantees policy; contingent liabilities policy and on-lending policy.

Provide support to the Debt Management Committee (DMC) and liaise with relevant Divisions of the Ministry of Finance in the development and update of the Debt Sustainability Analyses (DSA).

Work may also involve the planning, assigning and supervising the activities of professional and other technical staff in the preparation of reports, including debt statistics for various stakeholders; conduct of risk analysis on the debt portfolio and monitoring instruments contained in the debt recording and management database (CS-DRMS/Meridian).

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

Analyses of potential constraints on debt portfolio management (macroeconomic, financial market, etc.), and their influence on debt strategy.

Plans and devises methods for compiling economic and debt data for the formulation of policies including MTDS, financing plan loan guarantees policy; contingent liabilities policy and on-lending policy.

The production of maturity profiles, reports on loan instruments to assist in the identification of instruments that can be refinanced and the identification of instruments that have clauses that could increase the cost of refinancing.

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

Preparation of data for the annual Review of the Economy and Budget Exercise including Public Debt and debt service forecasts.

Produces monthly debt service report and tables and reports on Average Time to Maturity (ATM), Average Time to Re-fixing (ATR), tenor as well as interest rates relating to the debt portfolio.

Prepare narratives and related tables for the annual Review of the Economy on Trinidad and Tobago Credit Ratings and Public Debt and Debt Service.

Reviews the tables for the Debt Sustainability Analysis (DSA) prepared by the Debt Analyst I for consistency and drafts the initial DSA Report for submission to the Senior Debt Analyst.

Prepares 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 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.

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, development of MTDS 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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