

**Job Class Profile: Government Loans Administrative Officer II****Pay Level: CG-34 Point Band: 742-765**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	4	2	4	6	4	4	1	1	
Points	280	67	13	19	180	87	83	21	11	761

**JOB SUMMARY**

The Government Loans Administrative Officer II performs highly responsible financial, analytical and research work in the management of the provinces' debt portfolio and capital market borrowing program.

**Key and Periodic Activities:**

- Analyzes proposals from various businesses requesting loan assistance (i.e. reviews financial statements, cash flows, and pro forma financial data; conducts interviews with company and bank officials; determines the availability of suitable securities and assesses the overall viability of the proposals; prepares Cabinet Submissions; and monitors loan and security agreements for compliance with specific requirements of the indentures and guarantee).
- Prepares analysis of proposals requesting extensions of government assistance (i.e. reviews financial statements, cash flow projections, capital expenditures, changes in management, etc).
- Prepares necessary loan guarantee agreements (i.e. Provincial and banking institution guarantees, security agreements, deed of covenants, and the resolution of the board of directors of the company authorizing the execution of the agreements). Ensures all legal documents are fully executed by the appropriate individuals and that all necessary registrations (i.e. PPSA and Registry of Deeds) are completed by the Department of Justice.
- Maintains a status report on the outstanding guaranteed loans (i.e. updates any changes, extension of existing guarantees, changes in government's security position, changes in the company's banking arrangements, changes in senior personnel of the company etc).
- Performs administrative functions including: setting up of accounts in the ledger, depositing and recording of cash receipts, recording of disbursements, and collection of accounts in arrears.
- Prepares reports and assists in the preparation of schedules for inclusion in the Budget and the Public Accounts of the Province (i.e. Guaranteed Debt Schedule, Debenture, Public Sector Debt Table, Schedule of Investments, Borrowings Schedule, Guarantee Fees Receivable, Financial Statements of Newfoundland and Labrador Industrial Development Corporation).
- Provides advice on public sector financing (i.e. sources of financing available, monitors redemption and call options on existing debt and recommends a course of action, monitors interest reset dates on existing floating rate debt to ensure compliance with conditions of the borrowing, participates in preliminary negotiations on borrowing opportunities submitted to the Province, conducts a periodic evaluation of the service efforts of the Province's fiscal advisors

**Key and Periodic Activities:**

- and Canadian underwriting syndicate).
- Completes long term debenture issues for crown corporations such as the Health Care Corporation of St. John's and the Student Loan Corporation of Newfoundland and Labrador.
- Provides all relevant information pertaining to the financial position of the Province (i.e. the Province's debt position, foreign exchange exposure, borrowing program for current fiscal year, key financial ratios such as debt to GDP, debt to personal income, and debt per capita, etc).
- Reviews and recommends changes to existing legislation, regulations and procedures related to the lending and guaranteeing programs.
- Provides support to management and executive on issues such as credit ratings and the analysis in support of those ratings.
- Assists in the development of presentations to the three credit rating agencies on an annual basis (i.e. Moody's, Standard & Poor's, and Dominion Bond Rating Service).

**SKILL****Knowledge****General and Specific Knowledge:**

- Knowledge of financial management, financial analysis and accounting.

**Formal Education and/or Certification(s):**

- Minimum: Undergraduate degree in Business (Commerce/Finance or Accounting)
- Additional: Courses towards a professional accounting designation and securities courses.

**Years of Experience:**

- Minimum: 2-3 years

**Competencies:**

- Writes correspondence such as: simple letters, memos, policies, directives, and other correspondence.
- Proof reads, edits and formats a variety of documents.
- Strong research and analytical skills.
- Uses various computer software programs such as spreadsheets, word processors, presentation, and databases.

**Interpersonal Skills**

- A range of interpersonal skills are used to perform activities such as listening to information from other people, providing routine direction to others, and asking questions to get information.
- Communication occurs with employees within the immediate work area, supervisors and managers, chartered banks, Department of Justice and provincial fiscal advisors.
- Most significant contacts are chartered banks, Department of Justice, and provincial fiscal advisors. Interactions include requests for financial information from business enterprises and government departments; and contact with fiscal advisors and underwriting syndicate to obtain advice on borrowing opportunities.

## EFFORT

Physical Effort
<ul style="list-style-type: none"> <li>— Work demands do not result in considerable fatigue requiring periods of rest.</li> <li>— Occasionally required to lift files, supplies, etc. weighing less than 10 lbs.</li> <li>— Work provides the opportunity to occasionally stand and walk within the office environment.</li> <li>— Required to perform fine finger/precision work while sitting performing financial data analysis using a keyboard and mouse.</li> <li>— Occasionally required to bend, stretch, retrieve and return files.</li> </ul>
Concentration
<ul style="list-style-type: none"> <li>— <b>Visual</b> concentration is required while using keyboard/mouse and reviewing financial information (i.e. guarantee agreements, security indentures, etc).</li> <li>— <b>Auditory</b> concentration is constant during telephone conversations and note taking during meetings.</li> <li>— Occasionally impacted by <b>interruptions and multiple time pressures/deadlines</b> with a lack of <b>control over work pace</b>. Urgent requests are received from senior officials and business enterprises (i.e. fish processor) requesting their loan guarantee be increased and/or extended.</li> <li>— <b>Exact results and precision</b> are required when preparing financial statements (i.e. submission for Public Accounts, Budget Estimates, etc.), Cabinet Submissions, and when providing recommendations for guarantee support.</li> </ul>
Complexity
<ul style="list-style-type: none"> <li>— Work typically involves a series of activities that are quite different but allow the use of similar skills and knowledge.</li> <li>— Problems tend to be diverse with a limited number of guidelines or procedures and limited opportunity for standardized solutions. Analytical and research work is required for management of the provinces' debt portfolio and capital market borrowing program.</li> <li>— The most typical challenge or problem is the monitoring of existing loan guarantee agreements to ensure compliance with the conditions and requirements of those legal agreements and indentures.</li> <li>— Policies, procedures and guidelines exist to assist and address issues and challenges. Legislation is in place, such as the following Acts (i.e. Financial Administration, Loan, and Loan Guarantee).</li> </ul>

## RESPONSIBILITY

Accountability and Decision-Making
<ul style="list-style-type: none"> <li>— Work tasks and activities are generally prescribed or controlled.</li> <li>— Decisions can be made when assessing the annual guarantee fees payable to government; requesting the monthly, quarterly, and annual financial statements from companies; day to day accounting and administrative duties of the job.</li> <li>— Requires supervisor's approval for final decisions granting assistance to a business entity, collection of payments in arrears, weekly Treasury bill auction winning bid awards, and evaluating financial proposals.</li> </ul>

- Work tasks involving the accessing and releasing of confidential business information (i.e. financial statements, business plan) or the evaluation of proposals is completed with discretion and independent judgment.

### **Impact**

- Impacts generally affect immediate work area, department, clients, and general public.
- Work activities impact processes, systems, information, and financial resources.
- Inaccurate reporting or errors in the security documents or the registering of those documents could greatly affect government's exposure to financial risk. Mistakes of this magnitude can affect the decisions investors make and ultimately affect the rates of returns paid back to the province.
- In the event of a mistake or error the consequence is directly felt on the provinces' finances. In the event that a guarantee expires, the bank could refuse a company's line of credit, thereby having a direct impact on company operations.
- Legislation, policies, and procedures are in place to mitigate the impact of errors. The province's borrowing program is governed by the Financial Administration Act, the Loan Act, and Orders-in-Council.

### **Development and Leadership of Others**

- There is no supervision of staff.

## **WORKING CONDITIONS**

### **Environmental Working Conditions**

- There is no requirement for any special precautions or safety equipment.
- No unusual adverse environmental conditions exist.