

Personnel Department
Job Evaluation Exercise for the Judicial & Legal Service

Job Description: Treasury Solicitor

JOB TITLE: Treasury Solicitor

**MINISTRY/
DEPARTMENT:** Ministry of Finance
Treasury Solicitor's Department

REPORTS TO (JOB TITLE): Minister of Finance
Permanent Secretaries (2)

SUPERVISES: Senior State Counsel, State Counsels I & II, Legal Officers,
Clerical Staff

APPROVED BY:

ISSUE DATE: June 1st, 2002

POSITION PURPOSE

Under the general direction of the Minister of Finance, the incumbent is required to advise and guide the Minister of Finance and all Ministries/Departments of Government on the proper financial management standards to be used in the receipt, custody, payment or issue of public monies. The incumbent is required to advise on the legal effectiveness of policies formulated by the Minister of the Finance in his management of the financial affairs of the State. Work includes advising the Minister on financial transactions entered into by the Government/Minister of Finance Work also includes planning, organizing and directing the work of the Treasury Solicitor's Department

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MAJOR DUTIES & RESPONSIBILITIES

Management Responsibilities:

1. Plans, organizes and directs the work of the Treasury Solicitor's Department & the Double Taxation Secretariat. This includes:
 - Allocating work to staff
 - Assessing staff, and recommending promotion and disciplinary action;
 - Developing managerial policies and procedures for the efficient administration of the Department
 - Recommending budget for the Department and
 - Presenting papers for discussion at training workshops and seminars

Advisory

1. Consults with and prepares legal briefs on all matters within the portfolio of responsibility of the Minister of Finance, including briefs in connection with legislation to be presented to Parliament by the Minister
2. Advises the Permanent Secretaries and staff of the Ministry of Finance on day-to-day legal problems of a financial nature encountered in the operation of the Ministry
3. Advises all Divisions within the Ministry of Finance, including the Inland Revenue Department, Customs & Excise Division, Treasury Division and the Budgets Division
4. Advises Cabinet on all legislation of a financial nature
5. Prepares/vets a variety of legal documents relating to the financial operations of the State (to be entered into by the Government) and assists in the drafting of financial legislation
6. Monitors the legal system to keep abreast of the dynamics of changing financial policies and advises the Minister on proposed amendments to relevant legislation

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MAJOR DUTIES & RESPONSIBILITIES (Continued)

Committee & Meetings

1. Is a member/Chairperson of Cabinet-appointed Committees to examine matters of a financial nature
2. Is a member of statutory bodies, State enterprises representing the interest of the Minister of Finance
3. Participates in local/international conferences, seminars and workshops on matters relating to financial aid, loans and international policy on matters that have a fiscal impact and collaborates in the preparation of documentation recording agreements reached
4. Negotiates double taxation treaties with other States and prepares documentation for presentation in Court matters in which the Minister of Finance as the Supervisor of Insurance appears as a Party.

Performs related duties as may be required

SUPERVISORY RESPONSIBILITIES

Direct -Senior State Counsels (1), State Counsel II (1), State Counsel I (1), Clerical Staff (4)

Direct Supervision- Involves guidance and direction over individuals who report to and are directly responsible to the supervisor. Includes supervision of work, training and personnel functions.

The Treasury Solicitor is required to make recommendations/decisions on the operations of the Ministry of Finance. The recommendations / decisions of the Treasury Solicitor are adopted by the Ministry, except where the Minister or the Permanent Secretary otherwise determines as a matter of policy.

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ACCOUNTABILITY

Is accountable to the Minister of Finance and two (2) Permanent Secretaries.

The Minister of Finance and the Permanent Secretaries seek the advice of the Treasury Solicitor in arriving at decisions governing the exercise of their respective functions. The Treasury Solicitor reports directly to these functionaries

Complete Responsibility- The incumbent has complete authority to take whatever action is deemed advisable or necessary, subject only to the policies or general rules laid down by the Minister/Permanent Secretary or by law.

KEY CONTACTS

INTERNAL

Minister of Finance- advisory

2 Permanent Secretaries- advisory

Division Heads e.g. Valuations, Budget, Board of Inland Revenue- advisory

Supervisor of Insurance- advisory

Comptroller of Accounts- advisory

Director of Contracts- advisory

Comptroller of Customs and Excise- advisory

Board of Inland Revenue - advisory

EXTERNAL

Governor of Central Bank – instructions/consultations

Inspector of Banks – instructions/consultations

Permanent Secretaries of other Ministries – advisory / consultations

Solicitor General – consultation

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KEY CONTACTS (Continued)

Chief Parliamentary Counsel – instructions

Chief State Solicitor- instructions / consultations

Registrar General - - instructions / consultations

Quasi-Government Agencies e.g. TIDCO – consultation

Statutory Bodies e.g. Securities Exchange Commission – advisory, instructions, consultations

Transport Commissioner – instructions, consultations

Private Sector-Attorneys-at-Laws – advisory, consultations

Financial Institutions e.g. Accounting and Auditing firms, Insurance firms - consultations

Trinidad and Tobago Chamber of Commerce – consultations

ICATT – consultations

CARICOM – consultations

International Monetary Fund – consultations

Other International Bodies – consultations

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REQUIRED QUALIFICATIONS, EXPERIENCE AND SKILLS:

Minimum qualifications: LLB and a LEC- Legal Education Certificate

Admission to practice Law in Trinidad & Tobago

Minimum experience: Ten (10) years post qualification experience

Extensive experience in Commercial Law including laws relating to companies, trusts, taxation, insurance, securities and financial management of public funds

Extensive experience in a Supervisory/ Management position in a legal environment

Extensive knowledge of the Laws of Trinidad and Tobago

Extensive knowledge of the methods and techniques incidental to the preparation or amendment of legislation.

Extensive knowledge of the principles, methods, materials, practices and references utilized in legal research

Extensive knowledge of court procedures and of the rules of evidence

Extensive knowledge of legal principles, practices and proceedings

Extensive knowledge of Government procedures and practices

Superior advocacy skills

Superior analytical and reasoning skills

Superior interpersonal skills

Superior communication skills both written and oral

Superior negotiation skills

Superior computer skills

Superior managerial skills

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WORKING CONDITIONS & ENVIRONMENT:

Long working hours with tight deadlines

Large volume of work