

NATIONAL INSURANCE SCHEME

DEBT RECOVERY MANAGER JOB DESCRIPTION

JOB TITLE:	Debt Recovery Manager	AGREED TO BY:
REPORTS TO:	Assistant General Manager- Operation	_____
DIVISION:	Operations Division	APPROVED BY:
DEPARTMENT:	Debt Management Unit	_____
LEVEL:	8	DATE EFFECTIVE:

DESCRIPTION

I. ACCOUNTABILITY OBJECTIVE

Responsible for the administration, implementation and preservation of an efficient debt recovery and management system

II. NATURE OF THE POSITION:

A. CHARACTERISTICS OF THE POSITION:

The incumbent has the responsibility for preparing real debt reports for employers/self employed persons as well as meticulous breakdown of the amount owing for each period.

This position is responsible for ensuring the accurate and timely completion of statistical data relative to the activities of debt recovery in the National Insurance Scheme, providing sufficient scheduling flexibility to meet deadlines.

The Manager is also required to design mechanisms that can gather information on self employed persons and employers who are in debt to NIS. Moreover, the Manager should be able to conduct debt analysis; and to apply debt recovery and management

techniques to evaluate, organize, analyze and interpret data obtained from special surveys, documents or other sources.

This position determines how debt management techniques should be undertaken by consulting with immediate superiors and subordinates on such matters as methods of recovery, record keeping software, and personnel required. The incumbent also coordinates the co-operation of the various sections involved and delegates various aspects of the debt management to immediate subordinates.

The manager maintains an ongoing relationship with various financial and public sector organizations in Guyana and also those in Social Security Schemes in the Caribbean so as to facilitate meaningful information flow among local organizations and sister Caribbean Schemes.

B. SCOPE OF THE DIVISION/ DEPARTMENT

The Debt Recovery Manager has a direct reporting relationship to the Assistant General Manager – Operations for the purpose of discussing debt recovery procedures in order to maintain an efficient system of debt collection; passing on information, opinions formed and possible actions that can be taken to recover outstanding debt owed to NIS.

The incumbent in the position should have a thorough knowledge of the debt recovery techniques and procedures in order to evaluate and interpret the financial status of NIS. Moreover, the incumbent must be able to manage the computerized information systems of the National Insurance Scheme in order to ensure correct record keeping of debt.

This position also interacts on a regular basic with executive and operating management personnel relative to passing on information, deciding on the reliability of raw data and the means used to identify, classify and report such information, and the Legal Advisor / Cooperate Secretary for legal advice.

C. PRINCIPAL ORGANISATIONAL RELATIONSHIPS

This incumbent relates to the following areas internally and externally in carrying out the foregoing responsibilities.

SECTION

Departments within the NIS

RESPONSIBILITY

Discussing strategies relative to the recovery of debt and debt management.

Computer Operations

For the processing, compilation and presentation of presumptive debt for self employed persons and employers.

Social Security Schemes,
Regional and International

Acquiring data to determine trends in related activities for the purpose of comparisons and forecasting.

D. PERSONNEL SUPERVISED BY THIS POSITION INCLUDES:

DIRECTLY

Senior Debt Analyst

INDIRECTLY

4 Debt Analyst
Secretary

III. PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVE:

ORGANISES an effective debt recovery mechanism that can monitor payment of debt owed by particular employers and self employed persons for particular time periods.

ANALYSES and interprets debt owed by employer and self employed persons and presents them in tabular, graphical, chart, report or other forms suitable for record keeping and further evaluative purposes.

MONITORS numerous debt recovery reports

ANALYSES and interprets debt statistics to identify significant differences in the amount of debt recovered within a particular time period and particular types of contributors and prepares conclusions and forecasts based on data summaries.

OVERSEES the preparation and generation of various debt reports of the **National Insurance Scheme** that may be necessary for presentation at Parliament.

PREPARES debt reports for submission to the Ministry of Finance, detailing the status, targets and achievement of the debt recovery and management of the **National Insurance Scheme**.

ATTENDS to requests for the financial status of contributors who are in debt to NIS by ensuring that information regarding such requests is promptly and accurately compiled.

ASSISTS in formulation procedures to guide the operations of the Organisation and the monitoring of systems to ensure increased organizational efficiency.

TRAINS staff in basic methods of debt recovery, management, analysis.

IV. BACK-GROUND

The minimum background requirement of candidates for this position in the context of the National Insurance Scheme's situation is:

- a) **MINIMUM EDUCATION:** Degree in Finance, Economics or any related field from an accredited institution.

- b) **MINIMUM EXPERIENCE:** 3-5 years in debt management work of which 2 must have been with the NIS or similar Organisation.