THE TRINIDAD AND TOBAGO CENTRAL DEPOSITORY LIMITED
JOB OPPORTUNITY

Position:	Senior Manager, Depository and Business Development	**Department:**	TTCD
Type:	Full-time, Permanent	**Location:**	Port of Spain

I Objective

To provide oversight of the TTCD's Depository and Registrar operations, ensuring the efficient, accurate and compliant delivery of services. The role is responsible for translating approved strategic objectives into operational plans, identifying and developing business opportunities, leading approved business development initiatives, and contributing to the revenue growth and continuous improvement of the TTCD. The Senior Manager leads the team within the assigned functions, provides recommendations to the Chief Executive Officer, and ensures the effective implementation of approved operational, business development and financial objectives.

II Key Responsibilities

- Lead and oversee the day-to-day operations of the TTCD's depository and registrar functions, ensuring timely and accurate processing of transactions and delivery of services.
- Provide leadership and direction to Managers, Supervisors and other direct reports, ensuring clear accountability, effective performance management and appropriate staff development.
- Contribute to the formulation of TTCD strategic and business objectives and translate approved objectives into operational plans, departmental priorities and measurable deliverables.
- Develop, evaluate and recommend new business leads, partnerships, products, services and other growth opportunities to expand existing business lines and increase revenue for the TTCD.
- Conduct market and industry analysis to identify emerging opportunities, client needs and developments that may impact the TTCD, and prepare business proposals and recommendations for management approval.
- Lead the implementation of approved business development initiatives and new service offerings, monitoring implementation, client impact, operational effectiveness and revenue performance.
- Build and maintain effective relationships with clients, Registrar Companies, Participants, Member Firms and other key stakeholders to strengthen service delivery and support business growth.
- Ensure the effective management of client relationships by monitoring service standards, addressing escalated issues and implementing corrective actions within agreed timelines.
- Oversee core operational functions by establishing and monitoring procedures, service standards and controls, and recommend improvements to enhance efficiency, accuracy and productivity.
- Ensure operations are conducted in accordance with applicable legislation, TTCD Rules, policies, procedures and regulatory requirements.
- Monitor internal and external audit requirements within the areas of responsibility and ensure that audit matters and agreed corrective actions are addressed within established timelines.
- Improves internal processes for increased productivity, standardizing best practices and process redesigns as needed.
- Review and recommend new TTCD Rules and amendments to existing TTCD Rules for consideration and approval through the appropriate governance process.
- Prepare and manage approved operational and departmental budgets, monitor income and expenditure against budget, identify variances and recommend appropriate corrective action to the CEO.
- Monitor the financial and operational performance of the TTCD/Registrar within assigned areas and identify opportunities for revenue enhancement, cost management and improved resource utilisation.
- Develop key performance goals for direct reports, monitor performance against established KPIs, conduct performance reviews and recommend appropriate development, recognition or corrective

	actions. • Collaborate with the Information Technology function and other departments to implement systems, process improvements and technology solutions that support the efficiency, resilience and development of Central Depository operations. • Lead projects, including developing project plans, monitoring key milestones, resolving issues, and ensuring delivery within approved timelines and budgets. • Prepare management, operational and business development reports for submission to the CEO and/or Board of Directors and attend Board meetings when required to provide information or updates on matters within the incumbent's areas of responsibility. • Ensure public education and awareness initiatives relating to TTCD services and developments are appropriately supported and executed. • Keep abreast of changes in the securities industry, regulatory environment and market developments and assess their potential impact on TTCD operations and business opportunities. • Perform other related duties and assume further responsibilities as business demands and/or as directed by the CEO.
III	**Key Relationships / Reporting Structure** • Reports to the Chief Executive Officer or designate • Interacts with investors, Member Firms, the Securities and Exchange Commission, the Central Bank of Trinidad and Tobago, internal staff, Listed Companies and Directors of the company.
IV	**Accountability** Accountable for: • Contributing to the profitability and revenue growth of the TTCD • Operational management of the TTCD and implementation of approved strategic and financial objectives. • Team Supervision • Customer Relations • Employee Engagement
V	**Authority Limits** • Sign as an authorized signatory on cheques, remittance instructions, letters to clients and Registrar Companies • Sign letters to Brokers, Participants and Central Bank of Trinidad and Tobago (CBTT) and the Ministry of Finance. • The TTCD Manager is authorized to approve deposits, transfers and withdrawals in accordance with the Company's approved delegation of authority and applicable approval limits.
VI	**Performance Parameters** • Adherence to procedures, rules and regulations. • Revenue attributed to new clients or new products. • Financial performance • Customer feedback
VII	**Value Added Performance and Teamwork** • Solves problems and changes procedures where necessary to improve efficiency. • Assists in other areas of the organization, by providing strong support to co-workers, and ensuring workgroup deadlines are met and contributing to a high level of morale. • Keeps current with changes in the external environment that may potentially impact the business. • Leads special projects and achieves completion on time and within budget.

The incumbent is required to possess the following combination of qualifications, skills, training and experience:

VIII	**Qualifications**

	• Minimum Bachelor's Degree in Business Administration, Economics, Finance, Accounting or an equivalent qualification. • A postgraduate qualification, such as an MBA, would be an asset. • Minimum ten (10) years' relevant work experience, including at least five (5) years at a managerial level, preferably within operations, business development, financial services or a related environment. • Demonstrated management experience, including experience leading teams and managing employee performance. • Experience in the securities industry would be an asset.
IX	**Technical Skills** **The incumbent must possess working knowledge of:** • **Accounting** • **Working knowledge of the legislative and regulatory framework for the securities industry of T&T** • **Computer and Digital Literacy** • **Technical Writing** • **Business Development and Negotiation Skills**
X	**Knowledge and Other Skills** • Demonstrated leadership skills and the ability to inspire and lead cross-functional teams. • Strategic Planning skills are important for identifying growth avenues • Financial management skills. • Project Management skills. • Excellent interpersonal & communication skills with ability to interact at executive levels • Excellent problem-solving skills. • Good knowledge of the operations of the Stock Exchange. • Robust organizational skills. • Proficiency in MS Excel, Word, PowerPoint. • Excellent written, oral communication and report writing skills.

THE DEADLINE FOR THE SUBMISSION OF APPLICATIONS IS OCTOBER 23RD, 2026.