THE TRINIDAD AND TOBAGO CENTRAL DEPOSITORY LIMITED
JOB OPPORTUNITY

Position:	Corporate Action Officer-Payments	**Department:**	Registrar
Type	Full-time, Permanent	**LOCATION**	Port of Spain

I	**Objective** • To complete all corporate action payment process accurately for the Registrar Companies assigned • To ensure compliance with all applicable procedures, rules and regulations • To provide excellent customer service ensuring all business transactions and information are handled with the strictest confidentiality • To fulfill all reporting requirements including Annual General Meetings' preparation and attendance in order to support representatives of the Registrar Companies • To provide support to Corporate Action Officer – Reconciliations when required
II	**Key Responsibilities** • Comply with all procedures, rules and regulations for TTCD/TTSE • Process and disburse all dividend payments for shareholders, bond payments for bondholders and prepare tax payment cheques when applicable • Provide excellent customer service to all clients • Update on system new or amended client information • Complete all requests from Registrar Companies efficiently • Sort through transfer forms, prepare shareholders' and bondholders' certificates and forward to Registrar Companies to be signed and sealed • Maintain accurate information on database of Registry accounts and maintain cheque and certificate inventory logs • Collate and record information from proxies and provide support to Corporate Action Head for registration services at Annual General Meetings. • Re-issue cheques to shareholders • Prepare letters for shareholders and bondholders • Prepare reports as requested to Registrar Companies • File all documents related to clients' transactions and Registrar Companies' corporate actions • Provide support to the Supervisor and approve transactions as requested • Assist with investigation of outstanding payments and with reconciliations as requested • Performs other related duties as maybe required from time to time
III	**Key Relationships / Reporting Structure** • Reports to Corporate Action Head, TTCD Manager Operations. • Interacts with Registrar Companies, Commercial Banks, Brokers, internal staff, and clients. • Supervises - NIL
IV	**Accountability** • Accountable for o Accurate and timely completion of all aspects of corporate action events o Ensuring information is accurate before processing transactions o Providing excellent customer service evidenced by the responsiveness to and timely resolution of customers' queries o Maintenance of cheque and certificate inventory logs • Compliance with the TTCD/TTSE procedures, rules and regulations.
V	**Authority Limits** NIL
VI	**Performance Parameters** • Prepare and disburse all dividend payments for shareholders, all bond payments for bondholders and tax payments for Board of Inland Revenue (BIR) – specific metrics as defined in annual goals • Ensure USD drafts are received on a timely basis for onward submission to the clients - specific metrics as defined in annual goals • Update system with new or amended client information – specific metrics as defined in annual goals

	• Provide excellent customer service - specific metrics as defined in annual goals • Ensure shareholders' certificates are returned to department on a timely basis - specific metrics as defined in annual goals • Maintain certificate and cheque inventory logs - specific metrics as defined in annual goals. • Cross train in other areas within TTCD / TTSE.
VII	**Value Added Performance and Teamwork** • Suggests solutions to improve processes and procedures in the Registrar Department • Takes the initiative and makes approved adjustments accordingly. • Provides strong support to team members, supervisor and management, if needed, to ensure department deadlines are met • Contributes to building the team spirit within the department and company

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

VIII	**Qualifications** • Associate Degree in Business Management, Finance, Economics or related field • And Five (5) years' work experience in the securities or financial services industry OR • First Degree in Business Management, Finance, Economics, related field or equivalent qualification e.g. ACCA Level II and above • And Three (3) years' work experience in the securities or financial services industry
IX	**Technical Skills** The incumbent must possess working knowledge of • TTSE/ TTCD Rules • TTSE/TTCD Procedures • Depository System
X	**Knowledge and Other Skills** • Proficiency in MS Excel, Word • Strong Interpersonal and problem solving skills; • Organizational skills; • Ability to multitask; Flexibility to handle multiple customer inquiries while working under strict time constraints; • Excellent written, oral communication and report writing skills. • Ability to work independently and within a team environment; • Ability to exercise independent thought and judgement while adapting to new tasks with limited notice

THE DEADLINE FOR THE SUBMISSION OF APPLICATIONS IS NOVEMBER 18TH, 2026.