



THE TRINIDAD AND TOBAGO CENTRAL DEPOSITORY LIMITED
POSITION DESCRIPTION

Position:	General Manager	Department:	TTCD
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I	<p>Objective</p> <p>The role is multifaceted with emphasis on business development and operations of the TTCD. Primarily, the focus is on proactively identifying and pursuing new business development opportunities, developing strategic partnerships and fostering collaborations to drive growth for the TTCD. As Head of Business Development and Operations there is a critical responsibility to formulate and execute the TTCD's strategic objectives ensuring alignment with the organizational goals. The role also entails focus on the financial well-being of the TTCD's fiscal health. Oversight of the day-to-day operations is paramount with emphasis on efficiency of the depository and registrar services.</p>
II	<p>Key Responsibilities</p> <ul style="list-style-type: none"> • Execute the development and implementation of new business leads and opportunities to grow existing business lines to position TTCD as a trusted and reliable partner. • Develop expansion activities for TTCD Lines of Business e.g., corporate alliances, business policies and practices etc. to increase revenue for the TTCD. • Creation and implementation of strategies for business growth by analyzing market trends, researching opportunities, developing growth initiatives, gaining approval from the Board of Directors, piloting new offerings and monitoring impacts on revenue and clients • Maximize productivity and ensure legal/regulatory compliance by monitoring departmental operations. • Leads direct report Managers. • Trains and develops personnel by planning and delivering onboarding, compliance training and professional development programs. • Oversees core departmental functions by setting guidelines, monitoring SOPs and addressing issues. • Manages the approved annual budget and ensures fiscal responsibility through tracking spending, approving expenses and identifying cost savings. • Develops key performance goals and manages staff performance by establishing KPIs for direct reports, tracking metrics, conducting regular performance reviews, implementing training plans, and recommending incentive/discipline actions. • Ensures the optimal delivery of quality client offerings, conducting audits, implementing corrective actions where necessary, surveying client satisfaction and resolving any issues within the agreed timelines. • Collaborate with the technology team to drive the development and implementation of innovative solutions that enhance the technological infrastructure of the Central Depository • Improves internal processes for increased productivity, standardizing best practices and process redesigns as needed. • Oversees projects, development of project plans, tracking progress, resolving issues, compiling analytics on key indicators and presenting updates to the Board of Directors. • Prepares budgets and monitors the financial health of the TTCD, tracking income/expenses compared with budget, proposing adjustments as needed and reporting variances to the CEO. • Preparation of Board Reports to the TTCD Board and attends Board Meetings • Monitor audit requirements and ensure successful completion of all Audit matters • Recommend new TTCD Rules and amendments to existing TTCD Rules. • Ensure Public education and awareness is executed • Perform other activities and assume further responsibilities as business demands and/or as directed by the CEO. • Performs other related duties as may be assigned from time to time.



III	Key Relationships / Reporting Structure <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Increasing the Profitability of the TTCD/Registrar • Business development • Strategic, Financial and Operational management of the TTCD/Registrar • Team Supervision • Customer Relations • Employee Engagement
V	Authority Limits <ul style="list-style-type: none"> • 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)
VI	Performance Parameters <ul style="list-style-type: none"> • Adherence to procedures, rules and regulations. • Revenue attributed to new clients or new products. • Financial performance • Customer feedback
VII	Value Added Performance and Teamwork <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Minimum Bachelor's degree in Business Administration, Economics, Finance or Accounting or equivalent qualification • A postgraduate qualification would be an asset e.g. MBA is desirable. • Over ten years' proven work experience in a senior leadership role within business development and operations is required • Experience in the securities industry would be an asset.
IX	Technical Skills The incumbent must possess working knowledge of: <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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.



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| | <ul style="list-style-type: none">• 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. |
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