



THE TRINIDAD AND TOBAGO  
CENTRAL DEPOSITORY  
LIMITED

## JOB OPPORTUNITY

<b>Position:</b>	Assistant Supervisor Central Depository	<b>Department:</b>	TTCD Central Depository
<b>Type:</b>	Full-time, Permanent	<b>Location:</b>	Port of Spain

I	<p><b>Objective</b></p> <ul style="list-style-type: none"><li>• To ensure all repurchase agreements and Euroclear transactions are processed on a timely and accurate manner</li><li>• To ensure data (electronic and/or manual) is accurate for the provision of information to all stakeholders</li><li>• To approve (as required) all transactions in an accurate and timely manner</li><li>• To comply with all procedures, rules and regulations for TTCD/TTSE</li><li>• To assist in updating the department's operating procedures</li><li>• To provide excellent customer service maintaining a good rapport with clients and service providers and ensuring that their business transactions and information are handled with the strictest confidentiality</li><li>• To assist in the provision of information for TTCD budgets and business plans</li></ul>
II	<p><b>Key Responsibilities</b></p> <ul style="list-style-type: none"><li>• Comply with all procedures, rules and regulations for TTCD / TTSE</li><li>• Perform compliance checks on all new clients and liaise with clients if further information is required</li><li>• Create or approve (as required) new issuers and instruments on local platforms for local and foreign clients</li><li>• Approve and settle all custodian transactions on foreign platforms within the required timeframe</li><li>• Remit coupons payments on the foreign bonds to clients on a timely basis</li><li>• Prepare letters, memoranda of transfers and approve custodian transactions on local platforms</li><li>• Verify the available balances, pledge details of the securities and information of the pledge releases</li><li>• Liaise continuously with the repo sellers</li><li>• Amortize the instrument when there are principal repayments</li><li>• Approve (as required) all activities for processing of daily transactions for TTCD and Regional Exchanges</li><li>• Liaise and follow through with Brokers and external Registrars (as required) to ensure all relevant operational information and documents related to TTCD transactions are received on a timely basis</li><li>• Provide information for reports for Board Meeting as well as to generate reports to the departments within TTCD / TTSE as requested</li></ul>



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	<ul style="list-style-type: none"> <li>• Assist in developing and updating operational procedures as required</li> <li>• Supervise external temporary workers as required</li> <li>• Provide full testing of pre-listing activities as well as middle layer testing for the existing system</li> <li>• Maintain accurate (electronic / manual) records and perform quality assurance checks within the timeframe</li> <li>• Performs other related duties as maybe required from time to time.</li> </ul>
III	<p><b>Key Relationships / Reporting Structure</b></p> <ul style="list-style-type: none"> <li>• Reports to Supervisor – Central Depository or person so appointed to act in her absence</li> <li>• Interacts with Registrar Companies, Commercial Banks, Central Bank of Trinidad and Tobago (CBTT), Brokers, internal staff, and clients</li> <li>• Supervises - (as required) the Operational Representative and Operational Representative Senior</li> </ul>
IV	<p><b>Accountability</b></p> <ul style="list-style-type: none"> <li>• Accountable for             <ul style="list-style-type: none"> <li>○ Accurate and timely approvals of all TTCD transactions</li> <li>○ Ensuring information on database is accurate</li> <li>○ Providing excellent customer service as evidenced by the responsiveness to and timely resolution of customers’ queries</li> </ul> </li> <li>• Compliance with TTCD/TTSE procedures, rules and regulations</li> </ul>
V	<p><b>Performance Parameters</b></p> <ul style="list-style-type: none"> <li>• Process / Approve (as required) all aspects of the Repurchase agreement transactions accurately and timely – specific metrics as defined in annual goals</li> <li>• Approve and settle custodian transactions on foreign platform - within the stipulated timeframe</li> <li>• Remit coupon payments to investors’ accounts within stipulated timeframe</li> <li>• Provide excellent customer service - specific metrics as defined in annual goals</li> <li>• Cross Train in other areas within TTCD / TTSE</li> </ul>
VI	<p><b>Value Added Performance and Teamwork</b></p> <ul style="list-style-type: none"> <li>• Assist with the implementation of solutions to improve processes and procedures in the TTCD Operations Department.</li> <li>• Takes the initiative and makes approved adjustments accordingly.</li> <li>• Provides strong support to team members to ensure department deadlines are met</li> <li>• Assist in the execution of special projects</li> </ul>
<p><b>The incumbent is required to possess the following combination of qualifications, skills, training and experience:</b></p>	
VII	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• First Degree in Business Management, Finance, Economics or equivalent professional qualification e.g. ACCA Level II and above</li> </ul>



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	<ul style="list-style-type: none"><li>• And Three (3) years' work experience in the securities or financial services industry with at least Two (2) years' work experience in a supervisory position</li></ul>
VIII	<b>Knowledge and Other Skills</b> <ul style="list-style-type: none"><li>• Proficiency in MS Excel, Word</li><li>• Interpersonal and problem-solving skills;</li><li>• Organizational skills;</li><li>• Ability to multitask;</li><li>• Supervisory and team leadership skills;</li><li>• Good written, oral communication and report writing skills.</li></ul>