



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 <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• 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 <ul style="list-style-type: none">• Reports to Corporate Action Head, TTCD Manager Operations

	<ul style="list-style-type: none"> • Interacts with Registrar Companies, Commercial Banks, Brokers, internal staff, and clients • Supervises - NIL
IV	Accountability <ul style="list-style-type: none"> • Accountable for <ul style="list-style-type: none"> ○ Accurate and timely completion of all aspects of corporate action events ○ Ensuring information is accurate before processing transactions ○ Providing excellent customer service evidenced by the responsiveness to and timely resolution of customers' queries ○ Maintenance of cheque and certificate inventory logs • Compliance with the TTCD/TTSE procedures, rules and regulations
V	Performance Parameters <ul style="list-style-type: none"> • 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
VI	Value Added Performance and Teamwork <ul style="list-style-type: none"> • Suggests solutions to improve processes and procedures in the TTCD operations department • Takes the initiative and makes approved adjustments accordingly • Provides strong support to team members 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:	
VII	Qualifications <ul style="list-style-type: none"> • Associate Degree in Business Management, Finance, Economics or related field • And Five (5) years' work experience in the securities or financial services industry <u>OR</u> <ul style="list-style-type: none"> • 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
VIII	Knowledge and Other Skills <ul style="list-style-type: none"> • 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