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The Sports Company of Trinidad and Tobago Ltd.

## **Career Opportunity**

SPORTT is seeking to recruit a suitably qualified individual for the following position:

### **Executive Manager, Corporate Services**

#### **JOB SUMMARY**

The Executive Manager, Corporate Services is responsible for the efforts and results of the Finance Department, with regards to all financial and accounting activities and for overseeing the direction of the Information Technology, Corporate Communications and Human Resources Departments.

#### **ROLES AND RESPONSIBILITIES**

- Responsible for all major decisions affecting the work of the Finance Department and all other Corporate Services Departments.
- Provides leadership in the development and implementation of short, medium and long term strategic financial objectives
- Responsible for the financial control function of SPORTT
- Prepare and manage the annual budget in accordance with the stated strategy and prepare financial forecasts as necessary
- Ensures strong Balance Sheet controls; financial management reporting of fixed assets, debtors, creditors and cash flow
- Ensures the proper conduct of the financial affairs of the SPORTT through the provision of efficient and effective financial systems and processes;
- Provides leadership in human resource, office management, health and safety, purchasing, publications, public and community relations and IT services for SPORTT;
- Assists and supports the CEO and in partnership with executive management directs the implementation of the corporate strategies of SPORTT;
- Deputize and represent, as necessary, the Chief Executive Officer and the SPORTT, where appropriate and so directed;
- Manages the SPORTT's compensation and benefits strategies and programs, using either internal resources or external service providers/suppliers;
- Directs and delegates the various Managers under the Corporate Services Division and professionals to ensure that the company's executives, managers and supervisors are appropriately advised on the best practices and procedures, and that the relevant company's policies are being followed;
- Responsible for design of Human Resource strategies that attract, develop and retain best fit employees consistent with the company's capability and manpower needs;
- Accountable for the integrity of the IT infrastructure and its ability to meet the current and future business and operating needs of SPORTT;
- Full responsibility and control of the effective management of the financial management, budget, and control practices and oversight for company's compliance with financial legislation and regulations.
- Oversees and has final responsibility for training analysis and design of training solutions for the staff at SPORTT
- Works closely with executives to create and formulate organizational and strategic processes that involves performance monitoring, tracking and reporting the company's budget performance;
- Works at building peer support partnerships at the executive and management levels of the organization in the development, planning and execution of SPORTT's strategies and policies;
- Understands the unique HRM needs of an organization with three distinct stakeholders in the form of staff, athletes and external suppliers and causes to be devised appropriate communication and information policies and procedures

#### **MINIMUM TRAINING AND EXPERIENCE**

- A university degree in Finance and any other areas such as Management, Human Resource Management or Social Science
- Professional qualification, such as, ACCA, CIMA, CPA or CMA together with a minimum of 5 years' experience as a Financial Controller with a reputable organization and seven to ten (7 - 10) years senior management experience;
- Knowledge/Awareness/Practical Experience in more than one of the following functional areas;
  - o Public and Private Sector Accounting and Finance systems;
  - o Human Resource Management;
  - o Information and Communications Technology;
  - o Administrative Support Services;
- Superior written, verbal communication, excellent analytical skills and inter-personal communication skills applicable to senior officials and groups at all levels;
- A demonstrated ability to analyse information quickly and to problem solve and think strategically, position and formulate appropriate recommendations; and
- Competent in the use of IT technology and recognized business software.

All Candidates must possess good interpersonal skills with a strong work ethic and commitment to excellence. Candidates must be able to deliver superior quality in a fast paced environment.

Applications with full resumes should be sent to:

**The Human Resource Department**  
The Sports Company of Trinidad and Tobago Limited  
National Cycling Velodrome, off Couva Main Road,  
Balmain, Couva

Or via email to: [recruitment@sportt-tt.com](mailto:recruitment@sportt-tt.com)

**Subject: Executive Manager, Corporate Services**

**Deadline for submission of applications: Friday 16 June 2017**