

organizatIONAL CHART FOR ACCESS BANK GHANA

COMMUNICATION SKILLS ASSIGNMENT





NAME; TAKYI PRINCE

INDEX NUMBER: 4022515

PROGRAMME: BSC CHEMICAL ENGINEERING

**MANAGING DIRECTOR:** describes the position of the most senior corporate officer, executive, or administrator in charge of managing an [organization](https://en.wikipedia.org/wiki/Organization). The managing director of a [corporation](https://en.wikipedia.org/wiki/Corporation) or [company](https://en.wikipedia.org/wiki/Company) typically reports to the [board of directors](https://en.wikipedia.org/wiki/Board_of_directors) and is charged with maximizing the value of the entity. Titles also often given to the holder of the managing director position include [president](https://en.wikipedia.org/wiki/President_(corporate_title)) and **chief executive** (**CE**). Typically decision maker, [leader](https://en.wikipedia.org/wiki/Leadership), manager and executor. The communicator role can involve the press and the rest of the outside world, as well as the organization's management and employees; the decision-making role involves high-level decisions about policy and strategy. As a leader of the company, the CEO/MD advises the board of directors, motivates employees, and drives change within the organization. As a manager, the MD presides over the organization's day-to-day operations. The term refers to the person who takes all the decisions regarding the upliftment of the company, which includes all sectors and fields of the business like operations, marketing, business Development, finance, Human resources, etc. The managing director of a company is not necessarily the owner of the company.

**HEAD OF INFORMATION TECHNOLOGY:** oversees the information technology strategy for an organization, developing and implementing the policies and goals for the IT department. The IT director analyzes the business requirements of different departments and conducts feasibility studies to determine the best use of technical resources. Technical investments may include a new information system or upgrades to hardware or software components. The IT director coordinates information systems managers and reports to the chief information officer.

**HEAD OF LEGAL & COMPLIANCE:** is responsible for ensuring respect for national and international regulations, professional and extra-professional norms as well as rules of ethics and good behaviour as defined by the company. A good Compliance officer must be able to analyze these regulations and norms from the company’s perspective depending on its activity, culture and the global financial environment.

**CHIEF OPERATION OFFICER** is the corporate executive who oversees ongoing business operations within the company. The COO reports to the [CEO](http://searchcio.techtarget.com/definition/CEO) (Chief Executive Officer) and is usually second-in-command within the company. Alternative titles for the COO include Chief Operations Officer, Operations Director and Director of Operations.

Although the role of the COO varies greatly from one industry to another and even from one company to another, typical functions of the position include:

-Overseeing day-to-day operations and keeping the CEO apprised of significant events.

-Creating operations strategy and policies.

-Communicating strategy and policy to employees.

-Fostering employee alignment with corporate goals.

-Overseeing human resource management ([HRM](http://searchcio.techtarget.com/definition/human-resource-management-HRM)).

**HEAD OF RISK MONITORING AND RECOVERY:** Manage the implementation of all aspects of the risk function, including implementation of processes, tools and systems to identify, assess, measure, manage, monitor and report risks.

-Assist in the development of and manage processes to identify and evaluate business areas' risks and risk and control self-assessments.

-Manage the process for developing risk policies and procedures, risk limits and approval authorities. -Monitor major and critical risk issues. -Manage the process for elevating control risks to more senior levels when appropriate. -Manage the corporate risk and control assessment reporting process as well as manage and maintain infrastructure elements (e.g. management reporting, including reporting to senior manage. -Be leaders in developing and improving management reporting.

**HEAD OF TREASURY:** This position reports to the VP and Assistant Treasurer and interacts with other functional areas of Treasury, Corporate Accounting, Tax, Payables and Receivables, Audit.

* Manage all cash management functions including cash concentration, wires, account funding. Ensure adequate liquidity for working capital needs and invest short term excess cash. Manage inter-company cash, including inter-company lending, dividends, and capital injections.
* Forecast worldwide interest expense and income.
* Oversee cash management banking and financial institution relationships. Negotiate bank and service fees. Implement new bank technologies, products and services to improve cash cycle and simplify company operations.
* Supervise daily borrowing in US and Euro commercial paper markets and investment activity

**HEAD OF OPERATIONS** is responsible for data entry, accounts payable, payroll, grant report entry, managing the organizations HR, helping and creating organizational and program budgets in collaboration with the ED and Program Direct, and other misc. task.

**Responsibilities:**

* Improve the operational systems, processes and policies in support of organizations mission -- specifically, support better management reporting, information flow and management, business process and organizational planning.
* Manage and increase the effectiveness and efficiency of Support Services (HR, IT and Finance), through improvements to each function as well as coordination and communication between support and business functions.
* Play a significant role in long-term planning, including an initiative geared toward operational excellence.
* Oversee overall financial management, planning, systems and controls.

**HEAD OF INTERNAL AUDIT** provides independent assurance that an organisation's risk management, governance and internal control processes are operating effectively. Internal auditors are not responsible for the execution of company activities; they [advise](https://en.wikipedia.org/wiki/Advise) management and the [Board of Directors](https://en.wikipedia.org/wiki/Board_of_Directors) (or similar [oversight](https://en.wikipedia.org/wiki/Regulation) body) regarding how to better execute their responsibilities. As a result of their broad scope of involvement, internal auditors may have a variety of higher educational and professional backgrounds.

**HEAD OF CREDITS:** The primary responsibility of a credits officer include:

* gathering information
* reading financial briefings
* assessing, analysing and interpreting complicated financial information
* undertaking risk assessment analysis

**THE HEAD OF ADMINISTRATION AND HUMAN RESOURCE** plan, direct, and coordinate the administrative functions of an organization. They oversee the recruiting, interviewing, and hiring of new staff; consult with top executives on strategic planning; and serve as a link between an organization's management and its employees.

A financial manager is responsible for providing financial advice and support to clients and colleagues to enable them to make sound business decisions.

Their major duties include:

* providing and interpreting financial information;
* monitoring and interpreting cash flows and predicting future trends;
* analysing change and advising accordingly;
* formulating strategic and long-term business plans;
* researching and reporting on factors influencing business performance;
* analysing competitors and market trends;

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**ORGANIZATIONAL CHART FOR ACCES BANK GHANA**

HEAD OF INTERNAL AUDIT

 MANAGING DIRECTOR

 CHIEF OPERATION OFFICER

 BOARD OF DIRECTORS

 HEAD OF INFORMATION TECHNOLOGY

 HEAD OF LEGAL & COMPLIANCE

 HEAD OF ACCOUNTS & FINANCE

 HEAD OF TREASURY

 HEAD OF CREDITS

 HEAD OF ADMINISTRATION & HUMAN RESOURCES

 RELATION, BUSINESS, DEVELOPMENT & MARKETING

 HEADS OF OPERATION

 HEAD OF RISK MONITORING & RECOVERY

 GROUP LOANS

 INDIVIDUAL LOANS

ALL OFFICES