

## **CEO Job Description**

The Chief Executive Officer supervises and controls all strategic and business aspects of the company. First in command in the company and responsible for giving the proper strategic direction as well as creating a vision for success.

The CEO is a prudent manager and an inspiring leader. The CEO has a business mindset and is able to see the “big picture” in a variety of settings. They enhance the company’s cash flow while keeping the human factor in perspective.

Their goal is to drive the company’s development and guide it towards long-term success.

### **Responsibilities**

- Develop high quality business strategies and plans ensuring their alignment with short-term and long-term objectives
- Lead and motivate subordinates to advance employee engagement develop a high performing managerial team
- Oversee all operations and business activities to ensure they produce the desired results and are consistent with the overall strategy and mission
- Make high-quality investing decisions to advance the business and increase profits
- Enforce adherence to legal guidelines and in-house policies to maintain the company’s legality and business ethics
- Review financial and non-financial reports to devise solutions or improvements
- Build trust relations with key partners and stakeholders and act as a point of contact for important shareholders
- Analyze problematic situations and occurrences and provide solutions to ensure company survival and growth
- Maintain a deep knowledge of the markets and industry of the company

### **Requirements**

- Proven experience as CEO or in other managerial position
- Experience in developing profitable strategies and implementing vision in large organisations
- Strong understanding of corporate finance and performance management principles
- Familiarity with diverse business functions such as marketing, PR, finance etc.
- In-depth knowledge of corporate governance and general management best practices
- An entrepreneurial mindset with outstanding organizational and leadership skills
- Analytical abilities and problem-solving skills
- Excellent communication and public speaking skills
- MSc/MA in business administration or relevant field

## **COO Job Description**

The Chief Operating Officer oversees our organization's ongoing operations and procedures. They are the company's second-in-command and responsible for the efficiency of business.

The COO is a key member of the senior management team, reporting only to the Chief Executive Officer (CEO). They maintain control of diverse business operations and are an experienced and efficient leader. They have excellent people skills, business acumen and exemplary work ethics.

The COO secures the functionality of business to drive extensive and sustainable growth.

### **Responsibilities**

- Design and implement business strategies, plans and procedures
- Set comprehensive goals for performance and growth
- Establish policies that promote company culture and vision
- Oversee daily operations of the company and the work of executives (IT, Marketing, Sales, Finance etc.)
- Lead employees to encourage maximum performance and dedication
- Evaluate performance by analyzing and interpreting data and metrics
- Write and submit reports to the CEO in all matters of importance
- Assist CEO in fundraising ventures
- Participate in expansion activities (investments, acquisitions, corporate alliances etc.)
- Manage relationships with partners/vendors

### **Requirements**

- Proven experience as Chief Operating Office or relevant role
- Understanding of business functions such as HR, Finance, marketing etc.
- Demonstrable competency in strategic planning and business development
- Experience in fundraising will be a plus
- Working knowledge of data analysis and performance/operation metrics
- Working knowledge of IT/Business infrastructure and MS Office
- Outstanding organizational and leadership abilities
- Excellent interpersonal and public speaking skills
- Aptitude in decision-making and problem-solving
- BSc/BA in Business Administration or relevant field; MSc/MBA is a plus

## **CFO Job Description**

We are looking for an experienced Chief Financial Officer to perform effective risk management and plan the organization's financial strategy. It is a very important and complex role since an organization can only survive if it actively investigates and safeguards its finances.

A CFO must be well-versed in all aspects of financial management ranging from simple accounting to broad investment and banking operations. The ideal candidate will be an excellent leader since all relative departments of the organization will be under their command.

The goal is to protect the company's revenues and profits to achieve full financial control and sustainable growth.

### **Responsibilities**

- Drive the company's financial planning
- Perform risk management by analyzing the organization's liabilities and investments
- Decide on investment strategies by considering cash and liquidity risks
- Control and evaluate the organization's fundraising plans and capital structure
- Ensure cash flow is appropriate for the organization's operations
- Supervise all finance personnel (controllers, treasurers etc.)
- Manage vendor relationships
- Prepare reliable current and forecasting reports
- Set up and oversee the company's finance IT system
- Ensure compliance with the law and company's policies
- Manage team of financial controllers and financial analysts.

### **Requirements**

- Proven experience as CFO, finance officer or relevant role
- In depth knowledge of corporate financial law and risk management practices
- Excellent knowledge of data analysis and forecasting methods
- Proficient in the use of MS Office and financial management software (e.g. SAP)
- Ability to strategize and solve problems
- Strong leadership and organizational skills
- Excellent communication and people skills
- An analytical mind, comfortable with numbers
- CPA is a strong advantage
- BSc/BA in Accounting, Finance or relevant field; MSc/MBA is a plus