

Central Depository & Settlement Co Ltd

Job Descriptions of Management Team

Managing Director

Reporting to: Board of Directors

Main duties and responsibilities

The main duties and responsibilities include **but are not limited** to the following:

- Develop strategic vision and direction;
- Oversee management activities and human resources;
- Responsible for overall operations, cost control, risk management and development of the company;
- Manage legal and regulatory issues;
- Responsible for the implementation of Board decisions and policies;
- Interact with government and relevant institutions in the financial sector;
- Promote the Company on the international scene by making presentations at international conferences and representing the Company at meetings of international associations and committees;
- Provide consultancy services to African depositories, stock exchanges and regulators
- Direct supervision of Operations Department

Systems Manager

Reporting to: Managing Director

Main duties and responsibilities

The main duties and responsibilities include but are not limited to the following:

- Responsible for the IT function
- Supervision of Assistant Systems Manager and System Engineer
- Oracle Database administration
- Operating Systems (Unix) Administration
- Network (TCP/IP) management
- Information Security Management
- Implementation of backup strategy and Disaster Recovery Plan
- Technical support to internal and external users
- Application software maintenance
- Development of new application software
- Implementation of security measures
- Provide consultancy services to African depositories and stock exchanges under the supervision of the Managing Director

Finance and Administration Manager

Reporting to: Managing Director

Main duties and responsibilities

The main duties and responsibilities include **but are not limited** to the following:

- Responsible for the financial, accounting, administrative and human resources functions
- Supervision of the Assistant Finance and Administration Manager, Accounts Clerk and Messenger/Drivers
- Provide financial information to the Managing Director
- Prepare monthly management accounts
- Prepare yearly financial budget in collaboration with the Managing Director
- Manage the funds of the company and make recommendations regarding investment decisions
- Act as Secretary of the Business Conduct Committee
- Perform risk management duties - Guarantee Fund, monitoring of financial resources requirements and settlement limits of investment dealers
- Perform Internal audits of the Operations and Systems Department - monthly and on ad-hoc basis