## Main Purpose

To take responsibility for and ownership all aspects of Retirement Capital.

## Position

The Managing Director reports to the Board of Directors.

The Managing Director position covers the following duties and responsibilities:

## Duties

1. Responsible for compliance with all laws, governance and reporting required by legislation.
2. Responsible for the management of all staff, contractors and suppliers.
3. Responsible to all customers and clients for the provision of fit-for-purpose systems and services.
4. Responsible for the management of all company Finances in accordance with legislation.
5. Responsible for the company strategy and adherence to that strategy.
6. Responsible for performance reviews of all departments in Retirement Capital
7. Manage expenses and costs associated with Retirement Capital
8. Provide monthly updates to the Board of Directors of Retirement Capital
9. Maintain and promote adherence to the Quality Management System of Retirement Capital
10. Maintain a company calendar showing activity and whereabouts.
11. Maintain a Duty of Care for direct reports.
12. Liaise with counterparts in Headquarters and with other operating country management.

## Experience and Qualifications

1. Minimum of five years’ experience as senior management.
2. Good Microsoft Office skills
3. Knowledge of Google Apps desirable
4. Knowledge of Quality Management Systems desirable
5. Good organisational skills
6. Good communication skills
7. Good interpersonal skills

Signature:

Date: 14/11/2020