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OM:Substitute arrangements

Substitute arrangements for key positions

Function	Function owner		Replacement	
	Division	Name	Division	Name
CEO	UM	Bentley	FIT	Parker
Division Manager Sales	Sa	Curtis	Sa	Hawkins
Division Manager Product & Technology	PT	Sims	Se	Hughes
Division Manager Services	Se	Hughes	-	-
Division Manager Finance and internal IT	FIT	Parker	UM	Bentley

Substitute arrangements for general positions

In general, all employees have to take care of a substitute during this time in good time in the case of plannable absences. The exact guideline on the subject of vacation substitution is documented in the guideline for vacation substitution.

IMS:Role definitions/Executive Manager

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Role owner:	Janusz Čaplo
Role description:	The management represents the company in and out of court.

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Responsibilities

List of individual responsibilities that are assigned to this role within the organization.

Topic	Responsibilities
Legal transactions and insolvency	<ul style="list-style-type: none">• Timely registration of a bankruptcy
Convening of and participation in shareholders' meetings	<ul style="list-style-type: none">• Preparation of the financial statements
Controlling	<ul style="list-style-type: none">• Collection of information on all relevant and economic circumstances
Taxes and accounting	<ul style="list-style-type: none">• Submit monthly income tax and VAT advance filing• Ensure and monitor proper bookkeeping and accounting
Social security	<ul style="list-style-type: none">• Make sure that the company complies with their obligations to the social security institutions• Registration of employees at the professional association

Authorities

1. Personnel authorization
2. Granting of power of attorney

Deputy manager

If the executive manager is unavailable to assume these responsibilities, a deputy manager is appointed. The exact process is set out in the articles of association.

Related pages

https://en.wikipedia.org/wiki/Senior_management