

BETTER EXECUTE SAMPLE ACCOUNTABILITY CHART

The key differences between an accountability chart and an organisational chart is the correct positions (seats) are identified first, then the accountabilities, tasks and KPI's for each position, finally people are assigned positions and evaluated whether they get the position, want to do what is required & have the capacity to fulfill the positions requirements. This level of clarity helps everyone involved understand and monitor what is required for each position.

CEO & FOUNDER

- Accountable for**
- ◆ Providing Strategic Guidance and Planning
 - ◆ Plan & Implement Company Strategy & Goals
 - ◆ Managing key relationships

Tasks

Key Deliverables (Weekly or Daily KPI's)
Efficiency Ratio of 3.8

SALES AND MARKETING MANAGEMENT

Accountable for
Hitting Sales Goals

Tasks

Key Deliverables (Weekly or Daily KPI's)

OPERATIONS/INTEGRATOR

Accountable for
Happy and Productive Team

Tasks

Key Deliverables (Weekly or Daily KPI's)

FINANCE MANAGER - BFC

Profitability

- ◆ Leading, Managing and Holding Accountable all processes involving money
- ◆ Creating Processes for Financial Management Activities when necessary
- ◆ Monitoring & reporting on process performance, financial transactions
- ◆ Increase revenue and close % via level of service Accurate and timely financial data
- ◆ Financial position reporting & performance monitoring

Tasks

- ◆ Cashflow management (*process management*)
- ◆ Compliance and corporate governance (*process management*)
- ◆ Review, business performance analytics (*process management*)
- ◆ Process Monitoring & Performance reporting for company
- ◆ Manage consultants (*lawyers, accountants etc*)

Key Deliverables (Weekly or Daily KPI's)

- ◆ Revenue Forecast Updated by
- ◆ Weekly Management Meeting
- ◆ No Budget Overruns without prior notice

SALES PERSON(S)

Accountable for
Creating/ Maintaining Best Pool of

Tasks

Key Deliverables (Weekly or Daily KPI's)

SERVICE/PRODUCT DELIVERY MANAGER

Accountable for

Tasks

Key Deliverables (Weekly or Daily KPI's)

ACCOUNT MANAGER

Accountable for
Obtaining New Clients (companies)

Tasks

Key Deliverables (Weekly or Daily KPI's)

HR ADMIN

Accountable for

Tasks

Key Deliverables (Weekly or Daily KPI's)

INVOICE MANAGER

Accountable for

- ◆ Accurate and timely invoice generation
- ◆ Timely and accurate payroll
- ◆ Debt collection

Tasks

- ◆ Invoice processing
- ◆ Invoice follow-up

Key Deliverables (Weekly or Daily KPI's)

- ◆ Debtor Days < 45
- ◆ Invoices out by 5th business day of month

**BETTER
EXECUTE**