Ashford Business Services Ltd

Organizational Chart

Ashford Business Services Ltd

A clear picture of how **Ashford Business Services Ltd** is organised: who leads each department, who reports to whom, and where each role sits.

Document control

Document	Organizational Chart
Prepared by	**Sarah Mitchell, Office Manager**
Owner	**David Okafor, Finance Manager**
Version	1.0
Date	**9 November 2026**
Review date	**9 November 2026**

How to read this chart

Read the chart from the top down. The higher a box sits, the more senior the role. Each box names one role and the person who holds it. The reporting lines table below the chart states, for every role, who that role reports to. If a box and the reporting lines table ever disagree, the reporting lines table is the correct record until the chart is updated.

- One box per role. If two people share a role, give each person their own box.
- A role with no name yet is shown as **Vacant**. Do not leave a box blank.
- Job titles and department names are shown in blue. Type your own titles over them.
- Keep this chart with the reporting lines table. Update both together, on the same date.

The chart

Top level

Board of Directors
Emma Clarke

Reports to: no one. The board is the highest level of **Ashford Business Services Ltd**.

Chief Executive Officer
Michael Davies
Reports to: **Board of Directors**

Department heads

Ashford Business Services Ltd

Head of Operations	Head of Finance	Head of Sales and Marketing	Head of People and Administration
Michael Davies	**Michael Davies**	**Michael Davies**	**Michael Davies**
Reports to: **Chief Executive Officer**	Reports to: **Chief Executive Officer**	Reports to: **Chief Executive Officer**	Reports to: **Chief Executive Officer**

Teams

Warehouse Supervisor **Michael Davies** **Production Supervisor** **Michael Davies** **Logistics Coordinator** **Michael Davies**	**Management Accountant** **Michael Davies** **Accounts Assistant** **Michael Davies**	**Sales Executive** **Michael Davies** **Marketing Executive** **Michael Davies**	**HR Officer** **Michael Davies** **Office Administrator** **Michael Davies**

Each team box sits under its department head. Add a box for every role in the team, and remove the boxes for roles that do not exist in your organisation.

Reporting lines

This table is the formal record of reporting lines. Every role on the chart appears here once, with the role it reports to.

Role	Reports to	Department
Board of Directors	No one	**Board**
Chief Executive Officer	**Board of Directors**	**Board**
Head of Operations	**Chief Executive Officer**	**Operations**
Head of Finance	**Chief Executive Officer**	**Finance**
Head of Sales and Marketing	**Chief Executive Officer**	**Sales and Marketing**
Head of People and Administration	**Chief Executive Officer**	**People and Administration**
Warehouse Supervisor	**Head of Operations**	**Operations**
Production Supervisor	**Head of Operations**	**Operations**
Logistics Coordinator	**Head of Operations**	**Operations**
Management Accountant	**Head of Finance**	**Finance**
Accounts Assistant	**Head of Finance**	**Finance**
Sales Executive	**Head of Sales and Marketing**	**Sales and Marketing**
Marketing Executive	**Head of Sales and Marketing**	**Sales and Marketing**
HR Officer	**Head of People and Administration**	**People and Administration**
Office Administrator	**Head of People and Administration**	**People and Administration**

Ashford Business Services Ltd

Departments

Department	Head	Main responsibilities
Operations	**Head of Operations**	Day to day running of **warehousing, production and logistics**.
Finance	**Head of Finance**	Budgets, accounts, payroll support, and financial reporting.
Sales and Marketing	**Head of Sales and Marketing**	Finding customers, winning orders, and promoting **Ashford Business Services Ltd**.
People and Administration	**Head of People and Administration**	Recruitment, staff records, and the running of the office.

How to adapt this chart

- Add a role: copy a box in the chart, type the new job title and name over it, then add a matching row to the reporting lines table.
- Remove a role: delete its box from the chart and its row from the reporting lines table. Check that no other role still reports to it.
- Change a reporting line: change the "Reports to" entry in the reporting lines table first, then move the box under its new manager in the chart.
- Rename a department: change the department name everywhere it appears, in the chart, the reporting lines table, and the departments table.
- Add a whole department: add a head box, add team boxes underneath, and add the department to the departments table.
- Mark a vacancy: type **Vacant** where the name goes and add the date the role became vacant. Fill it in as soon as the role is filled.
- Keep it current: review the chart whenever someone joins, leaves, or changes role, and at least every **6 months**. Record each review in Document control above.

Approval

Prepared by	**Priya Sharma, Office Manager**
Approved by	**Ahmed Khan, Finance Manager**
Date approved	**9 November 2026**
Next review	**9 November 2026**

Completion checklist

✓	Check
	Every box on the chart has a job title and a name, or is marked **Vacant**.
	Every role on the chart appears once in the reporting lines

	table, with the correct manager.
	Department names, job titles, and names match in the chart, the reporting lines table, and the departments table.