

POSITION CARD

DOCUMENT HISTORY_ VERSION 1

CREATED: 01.2021

VERSION HISTORY:

Position: Accounting Supervisor	Company: Arkas Hellas
Department: Finance	Report to: Finance & Accounting Director
Position Holder: Georgia Parnavela	Location: PIR & SKG
Replaced: Rania Chatzipanagiotou	Function: Common
Manager/Individual Contributor: Manager	Budget Responsibility: No

Purpose of the Position:

Observe deadlines for VAT, VIES, Employment Declarations and provide info and reports to Manager for financial & accounting purposes. Responsible for Internal & External auditing and reporting. Supervision of team's members.

Key Accountabilities:

- VAT declarations to TAXIS
- VIES declarations to TAXIS
- Employment Tax declaration to TAXIS
- Check & correct accounting entries in order to finalize the VAT declaration
- Responsible & fully undertaken the connection of invoices and their sending to taxis (MY DATA).
- External auditing annual & interim- Provide all necessary data & prepare reports regarding audit controls.
- External Audit: Tax reform expenses for annual Tax declaration.
- Manage internal cash flow reports (1st & 15th of each month)
- Profitability report per customer (monthly)
- Provide all necessary data for monthly Forecasting.
- Manage external cash flow reports (monthly)
- Weekly overdue report to Headquarters
- Forwarder's analyze report (semester) to Headquarters
- Internal auditing and reporting (monthly, semester, annual) finding differences between revenue-expense per expense category "type" and per Bill of Lading . Communication and collaboration with all departments for the necessary procedures.
- Manage list of Losses monthly.
- Supervising of weekly balances reports & quarterly DSO reports.
- Supervision & auditing of team members with weekly reports (except the daily ones)

Additional tasks:

- Responsible for evaluating performance of team member
- Set and define replacements for all the roles of the departments and approve leaves.

General Responsibilities:

Responsibilities that apply to everyone who works at Arkas Hellas Group

- Follow general company's policies
- Respect colleagues and embrace diversity
- Be consistent with company's values
- Put customer in the center of all daily activities
- Support and quickly adapt any innovations and changes within company

Knowledge and Competencies:

Qualifications that are necessary for someone to fill the position

- Minimum 5 years of experience in Finance & Accounting Department
- Minimum 3 years' experience in a managerial position
- Additional experience in Shipping Industry is desirable
- Education: A graduate in Accounting & Finance
- Computer literacy and knowledge of the operating systems / software
- Excellent skills in Accounting & Finance and Controlling
- Very good level in English (verbal and written)
- Proven experience of managing and coaching teams
- Ability to follow up and provide constructive feedback
- Good level of business understanding

APPROVALS

POSITION HOLDER: GEORGIA PARNAVELA

M.D. People, communications and shares Services: WANDA COSTOPOULOS

MANAGER (of the position): RANIA CHATZIPANAGIOTOU