



POSITION CARD

DOCUMENT HISTORY_ VERSION

CREATED: 10.2022

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VERSION HISTORY: 3

Position: Central Cashier	Company: Arkas Hellas
Department: Finance	Report to: Accounting Supervisor
Position Holder: Vaso Agapitou	Location: Piraeus
Replaced by: Senior Cost & Credit Control Representative	Function: Cost Accounting
Manager/Individual Contributor: Ind. Contributor	Budget Responsibility: No

Purpose of the Position

Follow up and control the receivable and bank accounts. Follow all necessary procedures & deadlines for Vat/My Data related reasons and cash management.

Key Accountabilities:

- Organize daily collections and payments
- Follow up suppliers' balances
- Arrange payments to suppliers on monthly basis
- Follow up bank accounts, deposits, safety bank and solve discrepancies arising from bank checks
- Entry data in our local account system daily
- Follow up managements credit cards
- Vendor Invoices / Data entry according to deadlines for Vat declaration.
- Provide all necessary data for internal cash flow reports (1st & 15th of each month)

Additional tasks

- Replace & support other team members during holidays/absence



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 customers 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 2 years of experience in Finance & Accounting Department
- Additional experience in the Shipping Industry is desirable
- Education: A graduate in Accounting & Finance
- Computer literacy and knowledge of the operating systems / software
- Very good level in English (verbal and written)
- Ability to follow up and provide constructive feedback

APPROVALS

POSITION HOLDER: VASO AGAPITOU

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

SUPERVISOR (of the position): GEORGIA PARNAVELA