

POSITION CARD

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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:
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> 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