



POSITION CARD

DOCUMENT HISTORY_ VERSION

CREATED: 02.2018

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VERSION HISTORY: 2

Position: Disbursement Accounts Representative	Company: Arkas Hellas Group
Department: Finance	Report to: Accounting & Finance Director
Position Holder: Elpida Karathanou	Location: Piraeus
Replaced by: Christos Koskinopoulos	Function: Disbursement Accounts
Manager/Individual Contributor: Ind. Contributor	Budget Responsibility: No

Purpose of the Position
Responsible person for preparing the weekly reports and/or monthly Statement of Accounts of all Lines represented by the Arkas Hellas Group Agencies

Key Accountabilities:
<ul style="list-style-type: none">• Prepare SOAs and DAs as per Line's contract• Calculate the commission, check and debit the line• Register demurrgages and freights in local and line's system, check with relevant depts. and line for any discrepancies• Retrieve data from Line's Operating Systems, photocopies of the expenses, registration local and line's system, checking with relevant depts. and line for any discrepancies• Reports all kinds (storages, lift report etc.)• Orian data entry• Flag taxes, printing manifests and calculating freights (YML ONLY)• Arrange cash to master



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 1 year of experience in Finance & Accounting Department
- Additional experience in 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: ELPIDA KARATHANOU

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

MANAGER (of the position): RANIA CHATZIPANAGIOTOU