

POSITION CARD

DOCUMENT HISTORY_ VERSION
CREATED: 02.2018
UPDATED: 03.2023
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 demurrages 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