



## POSITION CARD

### DOCUMENT HISTORY\_ VERSION

**CREATED: 01.2022**

**UPDATED: 03.2025**

**VERSION HISTORY: 3**

<b>Position:</b> Disbursement Accounts Representative	<b>Company:</b> Arkas Hellas
<b>Department:</b> Finance	<b>Report to:</b> Accounting & Finance Director
<b>Position Holder:</b> Vasilis Tsigrimanis	<b>Location:</b> Piraeus
<b>Replaced by:</b> Senior DAs Representative	<b>Function:</b> Disbursement Accounts
<b>Manager/Individual Contributor:</b> Ind. Contributor	<b>Budget Responsibility:</b> No

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

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



### **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 1 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: VASILIS TSIGRIMANIS**

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

**MANAGER (of the position): RANIA HATZIPANAGIOTOU**