

POSITION CARD

DOCUMENT HISTORY_ VERSION 1

CREATED: 01.2021

VERSION HISTORY:

Position: Finance & Accounting Director	Company: Arkas Hellas Group
Department: Finance & Accounting	Report to: MD Sales, Ops & Finance
Position Holder: Rania Chatzipanagiotou	Location: Piraeus & SKG
Replaced: Georgia Parnavela	Function: Common
Manager/Individual Contributor: Manager	Budget Responsibility: Yes
Purpose of the Position:	
As Head of Finance and Accounting the role is responsible to contribute to the overall success of the organization by effectively managing all financial tasks for the organization and providing financial decision-making information by gathering and analyzing financial information.	

Key Accountabilities:

- Partner of top management on all operational and strategic issues as they arise; provide strategic recommendations based on financial analysis and projections, cost identification and allocation, and revenue/expense analysis.
- Follow up companies EBIDTA targets and present ideas to affect it positively
- New investments and project analysis in cooperation with purchasing director.
- Oversee short-term and long-term budgetary planning and cost management in cooperation with purchasing director, in alignment with the company's strategic plan.
- Oversee budgeting, and the implementation of budgets, so as to monitor progress, monthly basis
- Ensure that accounting staff maintains financial record systems in accordance with generally accepted accounting principles and monitor the use of all funds.
- Oversee the preparation and approval of all financial reporting (d/as, bank accounts, credit cntl reports etc.) as well as communicate with annual financial statements.
- Monitor and approve cash flow and forecasting
- Monitor collection& payment performance according to company goals
- Coordinate all audit activities
- Inform management about fiscal regulations.
- Review all formal Accounting, Finance related procedures recommending improvements and develop to the systems in place.
- Develop and manage accounting team.
- Coordinate balance sheet
- Suppliers payments
- Suppliers evaluation in cooperation with managers and Purchasing director
- Approve offers up to 5000 euros

- Keep performance of Accounting department in line with Line's KPIS

Additional tasks:

- Official representative of Arkas Hellas for financial & accounting issues in Arkas Holding
- Monthly budgeting reporting to the top management of Arkas Holding
- Financial supervisor of the rest Arkas Hellas Group companies.
- Responsible of evaluating performance of the direct reports
- Responsible of approving leaves for the members of Finance team

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 15 years of experience in Finance & Accounting preferably in a shipping agency out of which 10 years should be in a senior managerial position.
- Education: University Degree and/or Master Degree and A' Level Signatory
- Excellent Knowledge of Accounting & Finance, Budgeting & Controlling
- Very good knowledge of local fiscal and tax laws
- Very good knowledge of local banking systems & regulations
- Very good business understating
- Ability to communicate with team and cross-functionally
- Very good managerial skills – (coaching, feedback, appraising...)
- Computer literacy
- Very good knowledge of English (verbal/written)

APPROVALS

POSITION HOLDER: RANIA CHATZIPANAGIOTOU

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

MANAGER (of the position): PHILIPPOS COSTOPOULOS