

POSITION CARD

DOCUMENT HISTORY_ VERSION

CREATED: 09.2022

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Position: Invoicing & Cost Account Representative	Company: Arkas Hellas
Department: Finance	Report to: Accounting Supervisor
Position Holder: Angeliki Batsou	Location: Piraeus
Replaced by: Invoicing & Cost Account Representative	Function: Cost Accounting
Manager/Individual Contributor: Ind. Contributor	Budget Responsibility: No

Purpose of the Position

Issue and provide all the invoices to the customers, as per the order from the relative departments. Each shipment is completed after the issuance of the invoice. Follow all necessary procedures & deadlines for Vat/My Data related reasons.

Key Accountabilities:

- Issue e-invoices
- Issue and manage guarantees
- Follow up customers' payments
- Check customers' payments to be in line with their credit agreements
- Input discrepancies from payments in our local accounting program & inform Credit control accordingly.
- Export list -approvals to documentation
- Vendor Invoices / Cost Control & Data entry according to deadlines for Vat declaration.
- Solve discrepancies with suppliers.

Additional tasks

- Assist Credit Control Representative by providing weekly customer report.
- Replace and 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 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 2 years of experience in the 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: ANGELIKI BATSOU

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

SUPERVISOR (of the position): GEORGIA PARNAVELA