

POSITION CARD

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Position: Senior Cost & Credit Control Representative	Company: Arkas Hellas
Department: Finance	Report to: Accounting Supervisor
Position Holder: George Ladas	Location: Piraeus
Replaced by: Accounting Supervisor	Function: Credit Control
Manager/Individual Contributor: Ind. Contributor	Budget Responsibility: No

Purpose of the Position
Contact customers and manage payment collections according to credits. Provide info and reports for financial and accounting purposes. Follow all necessary procedures and deadlines for Vat/My Data related reasons.

Key Accountabilities:
<ul style="list-style-type: none"> Follow up credit balances Follow up customers' credit terms Follow up customers' credit limits (credit insurance) Provide weekly reports on customers' balances Provide every 3 months the DSO reports of all customers Provide ICAP Reports and inform sales dept Keep updated local accounting system with each customer's credit agreement Follow up long standing amounts and solve discrepancies with customers Responsible for Keeping updated customer's guarantees (cheques) Vendor Invoices / Cost Control & Data entry according to deadlines for Vat declaration. Solve discrepancies with suppliers. Provide customers' receivables for internal cash flow reports (1st & 15th of each month) Provide weekly amount collected & overdue (for Headquarters' report). Provide monthly trucking report Provide monthly profitability report Follow up and issuance payments of Pilots' invoices and DETE (custom's invoices)

Additional tasks

- Provide necessary data during external audit control if requested.
- Replace & 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 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 2 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: GEORGE LADAS

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

SUPERVISOR (of the position): GEORGIA PARNAVELA