



POSITION CARD

DOCUMENT HISTORY_ VERSION

CREATED: 09.2022

UPDATED: 03.2025

VERSION HISTORY: 3

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:

- 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