



Mission: *To provide the best feeder solutions, and be the feeder carrier of choice.*

Core Values: *To ensure **Integrity** by delivering what we promise and be **Service Oriented** by putting our customers before us, always going the extra miles to service their needs.*

Vision: *To be the world's most geographically diverse common carrier.*

**JOB PROFILE:
ACCOUNTS ASSISTANT
(HUBS)**

General Information

Main function: Finance

The finance function is responsible for managing all financial and fiscal aspects of the company's operations including accounting, reporting, treasury and risk management in order to provide leadership and coordination in the business/strategy planning, accounting and budgeting efforts of the company in accordance with internal policies and applicable laws and regulations.

Purpose of the role:

To perform financial accounting, reporting and operations that are effective, efficient and accurate while complying with the internal policies and external laws and legislations.

Reports to: Accounts Manager

Role responsibilities

Main Accountabilities:

Management Accounting

- Prepare and submit Weekly Forecast Reports.
- Prepare and submit Monthly Profit & Loss account and trend statistics by service.
- For JV services, co-ordinate with JV partner on timely submission of their reports, reconciliation and finalization of accounts. Disputes with JV to be resolved within 3 months and payment to be settled on time.

Agents and Disbursements

- Ensure Agents' disbursements are accurately verified, standard policies and procedures are adhered to by Agents, supporting documents from Agents are received timely.
- Agents' SOA is to be received by 15th of the following month.
- Agent reconciliations are up to date and ensure disputed items are followed up and cleared within 3 months.
- All outstanding with terminated Agents to be cleared within 3 months from date of termination.
- Review all provision of operating costs, Unbilled and Unearned revenue, Bunker stock card to ensure the accuracy and reported monthly.

Budget / Revised Forecast

- To work together with Line Managers to produce a reasonable service profit and loss within a stipulated deadline



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Role responsibilities

Reports

- Compilation of monthly Exco report with commentary by the deadline as per timetable given.
- Monitor the submission of flash reports by Line Management as per timetable given.
- Ensure a continuous improvement process of monthly comparison of Flash and Actual in order to make Flash more accurate.

Audit

- To ensure schedules are prepared and deadlines are met.
- To minimise audit points.

Daily Routine

- All suppliers' invoice to be updated into the accounting system within 5 working days upon receipt of it.
- Disbursements submitted by agents to be cleared upon receipt of it.

Ad-hoc Duties

- As required from time to time.

Appropriate level of education, knowledge and working experience

Education & Knowledge

- Diploma with minimum 1-2 years of relevant accounting experience;
- Fresh University graduates with strong academic results will be considered;
- SAP experience in commercial environment an advantage;
- Strong working knowledge of MS Excel.

Personal characteristics:

- Detailed and meticulous and strong problem solving skills;
- High level of accuracy;
- Good communication skills and strong interpersonal skills;
- Team player;
- Able to work under pressure and multi- task.