

Position Description

This position description provides a general guide to the major accountabilities of this role. It is not a definitive list of duties that may be reasonably expected of the incumbent, and may vary from time to time.

Basic Details	
Position Title	Management Accountant
Employee Name	
Department	Finance
Grade	
Job Family	Finance & Accounting
Location	Limassol
Date	
Reporting & Peers	
This role reports to	Finance Manager
Other reporting relationships	General Manager, Regional Finance Director
Key peers	Accounting Supervisor, Billing Supervisor EUR Regional Finance team
Positions reporting to this role	None
Organisational Context	
Joint Venture partners	DP World Limassol is owned 75% by DP World and 25% by G.A.P Vassilopoulos, a local logistics service provider
Cultural considerations	Awareness of local custom and practice across the Cypriot culture
Commercial considerations	Understanding of the Limassol business model and position within the local employment environment in Cyprus
Financial Dimensions	
Operating Budget / Annual Revenue / Sales Turnover* :	
Capital Expenditure / Cost* : Not applicable (<i>*Please delete as appropriate</i>)	
Employee:	
Number of direct subordinate:	
Number of indirect subordinate:	

Other:

Roles & Responsibilities	
Purpose of this position	<p>Take a lead role in preparing monthly, quarterly and annual reports for DP World Limassol;</p> <p>Provide professional support to the Finance Manager in running the Finance function;</p>
Key objectives	<ul style="list-style-type: none"> • Ensure that management accounts, and financial consolidations are accurately prepared and analysed in accordance with DP World accounting policies and accounting principles; • Ensure that all internal and external reporting deadlines are met and that the information provided is of the highest standard; • Work closely with local departments to ensure that departmental and organisational objectives are met;
Key responsibilities	<ul style="list-style-type: none"> • Preparing reports, reforecasts, budgets, commentaries and financial statements for DP World Limassol and ensuring that expenditure is in line with departmental budgets; • Undertaking financial administration and internal audits on a regular basis to ensure compliance; • Liaising with Managerial staff and other colleagues on a daily basis to assist them with Financial decisions; • Developing, managing and updating financial systems and policies; • Negotiating and obtaining the best possible Finance outcome for major projects and recommend strategies to reduce cost; • Controlling income and expenditure for DP World Limassol; • Analysing company's financial performance and making short and long term forecasts; • Creating, implementing and monitoring processes and procedures around the creation of monthly forecasts; • Contribute to the continuous business improvement process and to the meeting of business objectives; • To maintain and update authority levels and procedures, and ensure that these are adhered to; • Ad hoc projects for the Finance Manager, Senior Management and Regional Finance Director; To be an ambassador for the company at all times internally and externally; • Comply with Fatal Risk Standards, Health & Safety Policy and safe working practices, ensure responsibility for safety and discipline in work area and report accidents and 'near misses' in accordance with defined safety procedures; <p>The above outlined responsibilities are not exhaustive and you may be required to carry out other tasks that are appropriate to your role in addition to these.</p>

Generic Accountabilities	
Limits of authority & Freedom to act	

Capabilities	
Qualifications	Business related degree or equivalent is essential; Professional qualifications in Accountancy is desirable;
Job Function Technical Knowledge and Skills	<ul style="list-style-type: none"> • Excellent analytical and mathematical skills; • Knowledge and experience of accountancy; • Exception accuracy and attention to detail; • The ability to explain technical financial information clearly; • Keen interest in Business; • Technically strong, preferably A self-starter with a professional attitude and a desire to take responsibility to see all tasks through to a satisfactory conclusion; • Confident using word and excel, with enthusiasm to use these tools to present quality management reports in a comprehensible format; • Confidence with IT systems, in order to understand, manage and continue to improve the in-house reporting systems; • Excellent interpersonal and communications skills, due to close contact with senior management and communicate and persuade effectively with other people to get the job done; • Ability to analyse data and deliver accurate analysis within tight deadlines; • Ability and willingness to work long and flexible hours during the busy periods; • Ability to rise to challenges and seize opportunities, particularly during the ongoing refocusing of the Group; • Systems experience will be of benefit, particularly Hyperion;
DP World Behaviour Competencies	<p><u>Achievement Orientation (level 2) – Take action to improve performance</u> Finds ways of doing things better. Identifies and implements plans to improve own performance. Introduces 'best practice' from elsewhere and refers consistently to it. Measures own success against high personal standards. Takes personal responsibility for correcting customer problems. Wants to achieve measurable improvements.</p> <p><u>Concern For Quality (level 2) – Checks own output for quality</u> Double checks accuracy of own work. Ensures work is carried out accurately against set objectives. Is organised and careful in own work. Monitors own task and work performance. Takes action to avoid errors. Takes responsibility for the quality of own output</p> <p><u>Customer Service Orientation (level 2) – Is responsive, takes trouble to solve problems</u></p>

	<p>Does small 'deals' with the customer. Honours promises and commitments. Seeks feedback from the customer. Takes personal responsibility for correcting customer problems. Uses language the customer will understand.</p> <p><u>Organisational Awareness (level 2) – Understanding and using informal structure and climate</u></p> <p>Recognises how other departments see their role and tend to behave. Understands “how things are done” in a particular organisation. Understands the idea of an ‘informal’ or ‘shadow’ organisation. Interacts with others in informal ways to get things done. Understands and avoids approaches that undermine the formal system.</p> <p><u>Team-work and Co-Operation (level 2) – Seeks and values others’ input</u></p> <p>Consults others. Expresses positive expectations of others. Supports team decisions. Values others' contributions.</p>
Experience	<ul style="list-style-type: none"> • At least 5 years’ experience in a similar role • Experience in Management Accountancy and working with Senior Management • Experience in the Port industry or something similar desirable

General Standards and Expectations

DP World is an organisation that aims to build effective teams across the globe; we are committed to achieving operational excellence and exceeding stakeholder expectations. At DP World, we firmly believe in our values and ethics and in contributing to the societies in which we operate.

At all stages in the employment lifecycle – from recruitment to exiting the business – we seek to gain competitive advantage from leveraging increased diversity within our employee population.

You will be encouraged to realise your full potential as a valued member of the Company. Everyone who works for DP World contributes to our success. By working together we will stimulate innovation and generate a more exciting and rewarding environment in which everyone will feel valued and respected.

Therefore throughout our operations, you will be treated fairly and equally, irrespective of sex, marital status, sexuality, gender identity, age, colour, race, nationality, religion, ethnic or national origin, disability, working pattern, educational or social background or Trade Union preference or activity.

All employees must accept personal responsibility for compliance with the standard of conduct and align behaviour with the values of the Company.

COURAGE – RESPECT – INGELLIGENCE - PRIDE

As an employee there are common standards of accountabilities that DP World would expect you to adhere to:-

- Perform duties with care, diligence, professionalism and integrity;
- Strive for the highest ethical standards, not just the minimum required to meet legal or procedural requirements but to deliver outstanding quality services to our customers (internal as well as external);

- Observe appropriate acts, regulations, determinations and lawful directions that relate to the performance of official duties;
- Treat colleagues with courtesy and be sensitive to their rights, duties and aspirations;
- Not take or seek to take improper advantage of any official information acquired in the course of official duties;
- Behave in a manner that maintains or enhances the reputation and professional standing of DP World;
- Complying with company Health, safety and environmental protection policies and procedures that are relevant to your work;
- You are required to keep information relating to the business affairs of DP World, its subsidiaries and related third parties confidential;
- Avoid the potential for any perceived or real conflict of interest or allegation of bribery or compromise;

In return, we are committed to providing a safe environment free from discrimination, bullying and harassment in which all employees are treated as equals and with respect.

Approving Manager

Print Name	
Title	Finance Manager
Signature	
Date	/ /

Employee Agreement

Print Name	
Title	Management Accountant
Signature	
Date	/ /