



ROTTERDAM WORLD GATEWAY

## 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	Accounting Manager
Department	Finance
Location	Rhoon, Stationsstraat 57
Starting Date	January/February 2012

### Reporting & Peers

This role reports to	Finance Manager, RWG
Key peers	Finance Manager, Project Director, Stakeholder Reporting (Budget holders, shareholders, banks, auditors, tax authorities),

### Organisational Context

Joint Venture partners	RWG is joint venture between DP World, APL, HMM, MOL and CMA/CGM
Cultural considerations	At the moment RWG project team consists of a small team of professionals. The organisation will grow and change rapidly within the next 3 years.

### Financial Dimensions

Project CAPEX: Around € 700 million

### Roles & Responsibilities

Purpose of this position	Responsible for the day-to-day bookkeeping, month close and reporting, prepare payments, Cost Analysis
Key objectives	The key objectives of this role are: <ul style="list-style-type: none"><li>- to ensure timely &amp; accurate accounting/reporting;</li><li>- to ensure that banking requirements for withdrawing fund from loan facility are met;</li><li>- cost control (Actual Vs Budget).</li></ul>
Key responsibilities	Maintain administration in accounting software Twinfield (salary administration is done by BDO and journal entries are uploaded). Prepare and coordinate documentation for agent bank for withdrawing funds from project finance loan facility (liaise with Bank, Technical advisor, Project Team, Contractors, Finance Manager). Ensure accurate and timely processing of payments through ABN AMRO Access Online and assist with cash flow planning. Prepare Monthly Reporting pack (Hyperion Excel, Balance Sheet, P&L, Cash Flow) and ensure timely submission. Prepare VAT return.

Financial analysis on Costs (Actual vs Budget).  
 Obtain and maintain a thorough understanding of the financial reporting and general ledger structure.  
 Ensure an accurate and timely monthly, quarterly and year end close.  
 Ensure the monthly and quarterly Bank Compliance activities are performed in a timely and accurate manner.  
 Supports budget and forecasting activities.  
 Responds to inquiries from the Finance Manager  
 Work with the Finance Manager to ensure a clean and timely year end audit.  
 Support Finance Manager with special projects and workflow process improvements.

**Capabilities**

Qualifications	Relevant professional education in business administration - HBO Bedrijfseconomie/Accountancy/SPD or experienced MBO
Job Function Technical Knowledge and Skills	Able to maintain bookkeeping and reporting requirements independently Intermediate/advanced Excel skills (pivots, formulas, reporting) Fluent in Dutch and English
RWG Behaviour Competencies	Hands-on Self-motivated with a flexible attitude Able to work independently as well in a team Good interpersonal and communication skills Accurate
Experience	At least 5 years of relevant accounting experience Worked for accounting firm and/or (project) organization comparable to RWG

**General Standards and Expectations**

Rotterdam World Gateway is an organisation that aims to build effective teams. We are committed to achieving operational excellence and exceeding stakeholder expectations. At Rotterdam World Gateway, 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 Rotterdam World Gateway 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.

#### COMMITMENT – INNOVATION – GROWTH - RESPONSIBILITY

As an employee there are common standards of accountabilities that the company 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 Rotterdam World Gateway.
- Comply 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 the company, 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.