

**SKILLS FRAMEWORK FOR SEA TRANSPORT
SKILLS MAP - VESSEL ACCOUNT EXECUTIVE**

Sector	Sea Transport			
Track	Shipping			
Sub-track	Ship Management			
Occupation	Vessel Cost Controller			
Job Role	Vessel Account Executive			
Job Role Description	<p>The Vessel Account Executive supports vessel cost control activities by raising invoices and assisting in account reconciliations. He/She prepares periodic accounting reports on assigned vessels and ensures all voyage revenue and expenses are accounted for. He is also expected to support collaborations during financial audits.</p> <p>The Vessel Account Executive is required to have a basic understanding of cost control processes, business operations and financial performance. He possesses an analytical mindset, is meticulous and has good time management skills.</p>			
Critical Work Functions and Key Tasks	Critical Work Functions		Key Tasks	
	Manage budgets and funds		Monitor payment plans and fund balances to ensure all voyage revenue and expenses are accounted for without any anomalies	
	Manage cash flow activities		Ensure the completion and submission of expenses, including disbursements account, general accounts and land logistics expenses	
	Oversee business and financial reporting		Coordinate and support arrangements with relevant stakeholders for cash-to-master (CTM) money transfers	
			Prepare vessel accounting reports	
		Raise invoices and maintain balance sheet schedules and bunker inventory reconciliation for assigned vessels		
		Support collaborations with auditors for preparation of quarterly or annual financial statements		
Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Accounting Standards	Level 4	Communication	Basic
	Accounting Systems	Level 2	Teamwork	Intermediate
	Audit Compliance	Level 3	Interpersonal Skills	Basic
	Business Data Analysis	Level 2	Digital Literacy	Basic
	Cash Flow Reporting	Level 3	Problem Solving	Basic
	Cyber Security	Level 3	Sense Making	Intermediate
	Ethical Culture	Level 3	Computational Thinking	Basic
	Financial Management	Level 3	Service Orientation	Basic
	Internal Controls	Level 3	Decision Making	Basic
	Technology Integration	Level 2	Global Mindset	Basic
			Managing Diversity	Basic
			Creative Thinking	Basic
			Virtual Collaboration	Basic
			Lifelong Learning	Basic
		Transdisciplinary Thinking	Basic	
		Resource Management	Basic	
		Leadership	Basic	
		Developing People	Basic	
Programme Listing	For a list of Training Programmes available for the Sea Transport sector, please visit: www.skillsfuture.sg/skills-framework/sea-transport			

The information contained in this document serves as a guide.