

**SKILLS FRAMEWORK FOR SEA TRANSPORT
SKILLS MAP - VESSEL ACCOUNTANT**

Sector	Sea Transport			
Track	Shipping			
Sub-track	Ship Management			
Occupation	Vessel Cost Controller			
Job Role	Vessel Accountant			
Job Role Description	The Vessel Accountant manages all vessel cost control activities. He/She ensures that the organisation's ship budgets are well organised, and produces vessel cost accounts that timely, accurate are compliant to corporate policies and statutory requirements. He manages the funding of vessels under set allocated budgets. He collaborates with key stakeholders to build expense plans and identify budget overruns.			
	The Vessel Accountant is adept at data analysis to ascertain the organisation's financial performance and position. He is results driven and is a good communicator.			
Critical Work Functions and Key Tasks	Critical Work Functions		Key Tasks	
	Manage budgets and funds		Liaise with vessel owners in relation to vessel fund requests	
			Prepare accounting reports outlining budgets and forecasts for senior management and vessel owners to manage fleet costs	
			Manage the reporting of monthly operating costs to ensure timeliness and precision according to organisation's guidelines	
	Manage cash flow activities		Prepare and arrange cash-to-master (CTM) money transfers within allocated budgets	
			Identify rationale for cost overrun areas, in collaboration with superintendents	
			Develop plans to reduce vessel operations related expenses, in collaboration with fleet group	
	Oversee business and financial reporting		Review and present vessel accounting reports to key stakeholders, ranging from senior management to vessel owners	
			Review reconciliation of accounts for assigned vessels based on set key performance indicators (KPI)	
			Liaise with auditors to prepare quarterly or annual financial statements	
Manage risk and compliance		Monitor compliance with accounting policies and procedures		
		Conduct shipping and financial risk assessments and mitigate identified risks		
Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Accounting Standards	Level 5	Leadership	Intermediate
	Accounting Systems	Level 3	Decision Making	Intermediate
	Audit Compliance	Level 4	Interpersonal Skills	Intermediate
	Budgeting	Level 4	Resource Management	Advanced
	Business Data Analysis	Level 3	Problem Solving	Advanced
	Cash Flow Reporting	Level 4	Communication	Intermediate
	Change Management	Level 4	Sense Making	Intermediate
	Corporate and Business Law	Level 4	Computational Thinking	Intermediate
	Cyber Security	Level 3	Developing People	Intermediate
	Ethical Culture	Level 4	Service Orientation	Intermediate
	Financial Management	Level 4	Teamwork	Intermediate
	Financial Planning	Level 5	Digital Literacy	Intermediate
	Internal Controls	Level 4	Global Mindset	Intermediate
	Macroeconomic Analysis	Level 4	Creative Thinking	Intermediate
	Risk Control and Response Planning	Level 4	Lifelong Learning	Intermediate
	Stakeholder Management	Level 4	Transdisciplinary Thinking	Intermediate
Technology Integration	Level 3	Virtual Collaboration	Intermediate	
Vessel Cost Management	Level 5	Managing Diversity	Intermediate	
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.