

SKILLS FRAMEWORK FOR SEA TRANSPORT
SKILLS MAP – DEMURRAGE ANALYST/LAYTIME ANALYST/POST FIXTURE EXECUTIVE

Sector	Sea Transport			
Track	Shipping			
Sub-track	Shipping Operations			
Occupation	Post Fixture Manager			
Job Role	Demurrage Analyst/Laytime Analyst/Post Fixture Executive			
Job Role Description	<p>The Demurrage Analyst/Laytime Analyst/Post Fixture Executive monitors a ship schedule and its status before arrival at the ports, the delivery and re-delivery notices for ships and arranges for freight/hire payments. He/She calculates, negotiates and ensures timely processing of payables/receivables associated with the voyage or hire (e.g. demurrage, third party claims, commissions, port services).</p> <p>He has strong organisational skills and possesses strong analytical and numerical skills, complemented with good communication skills.</p>			
Critical Work Functions and Key Tasks	Critical Work Functions		Key Tasks	
	Manage post fixture operations		Monitor vessel movements and cargo operations to determine hire periods and serve notices of delivery or redelivery for vessels	
			Perform demurrage and laytime calculations and prepare statement of freight by analysing charter parties, statement of facts and clarifying events with agents, masters, operators and charterers	
			Negotiate and resolve demurrage and other post fixture claims with clients, in consultation with defence/P&I Clubs	
			Prepare reports on voyage operations and post-fixture activities	
			Assist charterers and operators by providing feedback and advice on potential issues arising from existing and future voyages	
	Oversee claims, billings and invoice processing		Issue hire/freight invoices to charterers, adjusting for voyage expenses, claims, bunker costs, demurrage and despatch	
			Ensure freight/hire/claims are received within time bar and pursue payment of invoices by customers, based on a system of reminders, to expedite financial settlement	
			Process port disbursement and brokering commissions	
			Track all voyage related payments and expenses to control cash flow and manage financial risk exposure	
Service client accounts		Update ship activities for clients' reviews through online or offline platforms		
		Update customer, contract, and voyage accounting databases		
		Manage post-fixture issues arising from servicing client accounts		
Lead improvements to enhance efficiency		Propose workflow improvements to improve efficiency		
		Assist with implementation of workflow improvements to improve efficiency		
Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Budgeting	Level 3	Creative Thinking	Intermediate
	Business Data Analysis	Level 3	Problem Solving	Intermediate
	Business Negotiation	Level 3	Sense Making	Intermediate
	Cash Flow Reporting	Level 3	Transdisciplinary Thinking	Intermediate
	Claims Processing	Level 3	Communication	Intermediate
	Credit Risk Management	Level 3		
	Cyber Security	Level 3		
	Financial Analysis	Level 3		
	Financial Management	Level 3		
Innovation	Level 3			
Service Excellence	Level 3			
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.