

JOB DESCRIPTION

POSITION TITLE: ***Accounting Officer — Statistician***

DEPARTMENT: ***Finance & Accounting***

MAIN PURPOSE OF JOB

The preparation of the monthly Refinery Statistics Report: detailing the volumetric movements of crude and petroleum products and across the refinery, and operating performance. This involves the classification and verification of Sales Data, Production Yields, Imports and Inventory volumes for use in the preparation of monthly Refinery Statistics and Financial Statement.

REPORTING RELATIONSHIPS

Reports to Stocks & Sales Supervisor.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KEY DUTIES AND RESPONSIBILITIES

These include the following but other duties may be assigned from time to time.

1. Prepares Refinery Statistics Report detailing the volumetric movements of crude oil and petroleum products across the refinery's production, storage and distribution facilities; capturing sales volumes, imports and inventory volumes, fuel consumed, and deriving production yields and oil losses.
2. Validate the Loading Racks' and refinery's reconciliations: all transactions from sales meters, loading tickets, shipping vessels to ensure that all customers are accurately invoiced.
3. Prepare Import, Export, Production and Sales Reports to Government Agencies such as BOJ, PIOJ, STATIN, MSTEM etc. and address any queries arising from such.

4. Distributes and archive Refinery Statistics and Production Reports.
5. Perform second tier review for Sales & Distribution Invoices.
6. Review invoices prior to dispatch to customers.
7. Execute sales reporting requests from internal and external agencies
8. Provide Sales & Distribution related support for financial audits such as sales confirmation, customer sales reconciliations and other special reports.
9. Conduct monthly inventory count for warehouse inventory spares and petroleum products.
10. Prepares other special reports: Loading Order Report, Bunker Import-Export Schedule.
11. Any other duties that may be assigned by Supervisor.
12. Generally complies with all rules and regulations or guidelines of various policies issued by any from time to time such as General Administration, Safety, Health and Loss Control.

KNOWLEDGE AND SKILLS REQUIRED

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education/Experience

- Degree from a tertiary institution or equivalent
- Three years' (3) experience in Oil Refinery Industry and/or training
- or equivalent combination of education and experience

Key Competencies

- Perform with high level of accuracy and attention to details
- Excellent analytical and problem solving skills
- Good written, oral communication, inter-personal and presentation skills
- Strong work ethics - driven for results and continuous improvement

CONTACTS**Internal**

- Logistics & Marketing Department
- Sales & Distribution Department
- Refinery Production Department
- Laboratory

PERFORMANCE CRITERIA

The job is satisfactorily performed when:

1. The Refinery Statistics are accurately prepared and made available by the fourth (4th) working day of the following month to facilitate reconciliation with the financial records and for distribution to users.
2. All reconciliations are prepared within five working days of the receipt of the general ledger.
3. Reports to Government Agencies are distributed by the 8th working day of the following month.
4. Provides service readily when required to do so.
5. Punctuality in attendance at work and at meetings.
6. Department's key performance indicators are achieved, chiefly on accuracy level of 99.5%

Employee' name:.....

Date:.....

Employee's signature:.....

Date:.....

Dept. Manager's name:.....

Dept. Manager's signature:.....

Date:.....

Approved by:.....

Date:.....

Manager, HRD&A