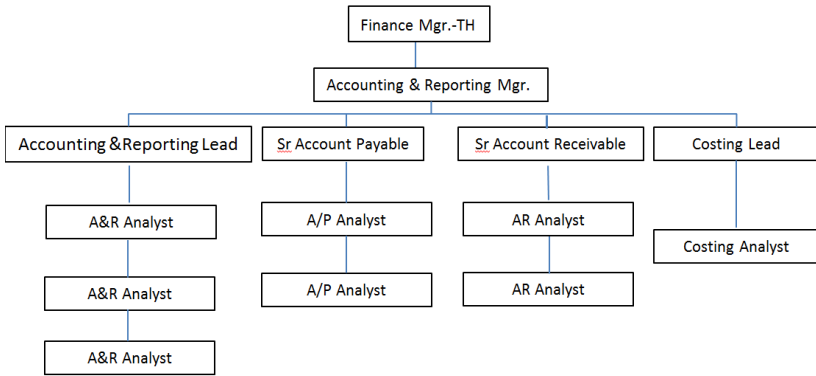


Account Receivable Analyst - Role Profile

Date Reviewed : June 10,2015

1. Role Particulars:	
<u>Role Title:</u> Account Receivable Analyst	<u>Region/Segment/Team:</u> A&P/R&M/Lubes/Finance/TH
Job Level: K	Reports to: Senior Account Receivable
Location: Bangkok - TH	
2. Organogram:	
 <pre> graph TD FM[Finance Mgr.-TH] --> AR[Accounting & Reporting Mgr.] AR --> ARL[Accounting & Reporting Lead] AR --> SAP[Sr Account Payable] AR --> SAR[Sr Account Receivable] AR --> CL[Costing Lead] ARL --> AR1[A&R Analyst] AR1 --> AR2[A&R Analyst] AR2 --> AR3[A&R Analyst] SAP --> AP1[A/P Analyst] AP1 --> AP2[A/P Analyst] SAR --> AR4[AR Analyst] AR4 --> AR5[AR Analyst] CL --> CA[Costing Analyst] </pre>	
3. Purpose of role:	
<p>Account Receivable Analyst is responsible for ensuring that the Account Receivable and Collection processes are compliance with Accounting Standard and Revenue requirements to ensure that all transactions are properly accounted for.</p> <p>AR Analyst supports Sr Accounting Receivable by ensuring all inputs to internal and external reporting relate to Account Receivable and Collection are correct and provided in a timely manner by embracing efficient finance processes and validation procedures, and by applying business knowledge to verify the accuracy and robustness of all inputs.</p> <p>This role works closely with Sale and Credit team to ensure compliant and optimised providing completeness of invoices and collection documents.</p>	
4. Key Results/ Accountabilities expected from role	
<p>Procedures.</p> <ul style="list-style-type: none"> : Manage and find out owner of fund transfer all Bank statement in order to reduce debtor in JDE system and ensure that data to booking correctly and align with collection policy of company. : Co-ordinate and follow up with all sales team, customer, Banker in order to know owner of outstanding fund transfer In Bank statement. : Prepare bank statement to Treasury team. : Prepare bank charge to Account Payable team in order to record to expense. : Set up daily exchange rate (Buying & Selling) and End month for Group rate. : Control debtor balance of Industrial Function and ensure that all minus items +/- to be completed Clearly within 120 days.. : Prepare the Receipt to Industrial function and call back to check every quarter. : Prepare report billing and collection to industrial team every month. : Receive PO non-stock purchase in JDE system after PO completed signed from receiver in order to align with purchase policy. : Filing all document relate with account receivable and send to keep at documents storage on schedule. : Ad-hoc advice and support business and team requirement. <p>Risk assessment and management</p> <ul style="list-style-type: none"> : Verify all transaction of fund transfer with Bank statement before recorded to JDE system in order to Align with COC. 	

5. Key challenges faced on the role
<ul style="list-style-type: none"> • Ability to meet tight deadline and be able to work under time pressure • Handle efficiently (accuracy & completeness of data) all matter relating to Account Receivable and collection Processes • Ensure all daily operation processes are simplification and compliance through utilisation of the key metrics and taking/recommending remediation action as required. • Maintain professional relationships with relevant internal partners and external stakeholders. • Applies technical knowledge relevant accounting skill with the business activities.
6. Any Other Relevant Information (Particular reference to planning (nature and impact), scope of impact (Team, BU, Segment, BP globally etc)
n/a.
7. Experience & Expertise (mandatory & desired)
<p>: Educational background</p> <ul style="list-style-type: none"> - A bachelor degree in Accounting <p>: Experience (Years and nature)</p> <ul style="list-style-type: none"> - A minimum 3 years experienced in Account Field. <p>: Others</p> <ul style="list-style-type: none"> • Knowledgeable in Accounting standard and Tax regulations • Good team player and team coordination. • Good command in written and spoken English Language. • Optimistic and willing to learn new experience. • Well knowledgeable in Microsoft office. • JDE system knowledge.
8. Economic dimensions associated with role (if any)
<ul style="list-style-type: none"> - Annual Collection average USD 80m
9. Country / Cluster specific information
Work base of Thailand only.
10. HSSE Accountabilities
<ul style="list-style-type: none"> • Leadership: <ul style="list-style-type: none"> ○ Assist in the resolution of HSSE issue as required. ○ Contribute to successful implementation of HSSE programs and initiatives. • Organization: <ul style="list-style-type: none"> ○ Comply with all HSSE directions of line manager or HSSE Manager. ○ Complete the safety and compliance training required for the role. • Procedure: <ul style="list-style-type: none"> ○ Comply with all BP's company policies ○ Comply with standards, procedures and practices applicable to the role. ○ Participate in emergency response exercise, HSSE training and discussions workplace inspection and audits.
11. Legally Required Training and Accountabilities
n/a
12. Required Competencies

Safety – Demonstrate personal responsibility for the safety and well being of everyone around me
Respect – Build strong relationships based on trust and honest discussion
Excellence – Follow and uphold the rules and standards of BP and hold others to account for doing the same thing.
Courage – Speak out when I see something is not right and am prepared to say ‘no’ or ‘stop’ when necessary.
One team – Enable others to trust me by delivering on my accountabilities and standing by decisions when they are made

Approved by:

Manager of Line Manager I have approved this Job Description

Name: Kannika Thitinavakul _____

Job Title: Accounting & Reporting Manager _____

Sign: _____ Date: _____

Line Manager I have briefed and provided a copy of this document to the role holder.

Name: Jantana Pinwattanakul _____

Job Title: Sr Account Receivable _____

Sign: _____ Date: _____

Date: _____

Role Holder I have read and understood the Role Profile as detailed in this document.

Name: _____

Sign: _____ Date: _____