



JOB DESCRIPTION

- ACCOUNTANT -

ACSV Legal is seeking an accountant based in HCMC, Vietnam for a rewarding opportunity in a dynamic organisation. Become part of a great team with regular outside-office lunches and outings.

Job Title:	Accountant
Reporting to:	Administrative Officer
Working hours:	Full-time position Monday to Friday (inclusive)
Salary:	Attractive salary
Benefits include:	Private medical insurance, parking allowances, 13 th month salary for 12 months of service (pro-rata)

Responsibilities:

The responsibilities of the position include, but are not limited to:

- Check and verify invoices from vendors for purchases on a monthly basis;
- Ensure all invoices have full supporting documents and follow internal procedures are compliant with Vietnam accounting standards and tax regulations;
- Prepare payments with required supporting documents via banks considering supplier requirements, on a timely and accurate basis;
- Prepare and lodge dossiers with the authorities and banks;
- Analyse specific accounts and transactions on a regular basis and take appropriate actions if necessary;
- Prepare and complete files and documents related to ongoing corporate tax obligations and commitments;
- Undertake payroll related activities, including personal income tax and insurance;
- Provide supporting documentation for audits and to government authorities when requested;
- Prepare billing statements, issue value added tax (vat)-invoices;
- Assist with collection and reporting activities according to specific deadlines;
- Assist with month end closing; and
- Any other task as assigned.

Education and Experience

- Graduate from a Vietnamese university with a major in Accounting, Finance or Economics;
- Knowledge of accounts payable and receivable;
- Knowledge of general accounting procedures and principles;
- Knowledge of relevant accounting software;
- Good knowledge of English (verbally and written); and
- 1 year of relevant working experience in similar role.

Key Competencies

- Work in an organised and methodical manner;
- Good in setting priorities and meeting deadlines;
- Attention for detail and highly accurate;
- Good communication, information management and problem-solving skills;
- Good at working in a team; and
- Knows how to maintain confidentiality.

You can contact us to discuss this role in more detail or apply immediately via info@acsvlegal.com.