



## Assistant Chief Accountant (PR/093790)

### Organize accounting work

#### Job Information

##### Recruiter

JAC Recruitment Vietnam Co., Ltd

##### Job ID

1486100

##### Industry

Other (Consulting and Professional Services)

##### Company Type

International Company

##### Job Type

Permanent Full-time

##### Location

Vietnam

##### Salary

Negotiable, based on experience

##### Refreshed

August 16th, 2024 07:00

#### General Requirements

##### Minimum Experience Level

Over 3 years

##### Career Level

Mid Career

##### Minimum English Level

Business Level

##### Minimum Japanese Level

None

##### Minimum Education Level

Bachelor's Degree

##### Visa Status

No permission to work in Japan required

#### Job Description

##### JOB RESPONSIBILITIES

- Organize accounting work in accordance with the conditions of production and business organization and the organizational structure of the company to perform the prescribed functions.
- Training, guiding, supervising, checking and evaluating the work performance of staff.
- Manage the accounting system, accounting books, invoices and documents of the Company in accordance with regulations, scientific and complete...
- Check, record and reflect fully, accurately and promptly economic operations arising in the course of production and business in accordance with the regulations on accounting principles and standards, in compliance with the approved company's regulations and current laws.
- Organize the implementation and inspection of the use and management of expenses, assets and capital sources of the Company.

- Prepare and present periodic financial and internal reports.
  - Making tax declarations, tax reports periodically.
  - Working with audit and tax agencies.
  - Identify, analyze and propose measures to prevent financial risks for the company
  - Identify problems in business operations and propose improvement options
  - Perform other related tasks as assigned by superiors.
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## Required Skills

### **JOB REQUIREMENTS**

- University graduate or higher in Finance or Accounting, have a certificate of chief accountant.
- At least 3 years of experience as the chief accountant for a manufacturing company
- Solid knowledge of basic and advanced accounting and financial principles and practices.
- Knowledge of Vietnamese financial law including tax legislation.
- Strong negotiation and problem-solving skills.
- Excellent knowledge of synthesizing, process information, report and manage work.
- A problem-solver with attention to detail.
- High responsibility in work, honesty, careful in work. Work well under high pressure and strict deadlines.
- Working knowledge of Microsoft Office and financial software.
- Good communication skills.
- Able to communicate in English in Business.
- Experience in the FMCG industry is a bonus

### **BENEFITS**

- VND 40 mil – 50 mil per month
  - Bonus: 13th guarantee, performance bonus: Twice a year (March, Sept)
  - Holidays: 2 days off per week (Saturday and Sunday), National holidays, New Year holidays
  - Paid leave: 12 days per year
  - WFH: 2 days per week after probation time
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## Company Description