



PR/094329 | Accountant

Job Information

Recruiter
[JAC Recruitment Vietnam Co., Ltd](#)
Job ID

1513550

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

January 7th, 2025 07:00

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company and Job Overview

A foreign consulting firm is looking for an Accounting consultant position.

Job Responsibilities

Accounting entry:

- Receive and review relevant documents and records sent by customers;
- Prepare tax reports such as VAT declarations, personal income tax, corporate income tax, foreign contractor tax, and other taxes (if any);
- Process accounting operations and update accounting software;
- Prepare complete documentation and records for each customer's completed financial report;
- Prepare monthly advisory reports, transfer them to management levels for review, and send them to customers;
- Print accounting books when requested;
- Collaborating with the customer's audit unit when auditing the annual financial report.

Review accounting data:

- Review accounting data as well as monthly and quarterly financial reports at the customer's office or factory;
- Prepare advisory reports identifying existing issues, their impact on accounting data, and providing necessary recommendations and adjusting entries for customers;
- Work with the customer's audit unit to audit the annual financial report (if needed)

Other duties:

- Prepare VAT refund documents for customers upon request;
- Participate in reviewing invoices, accounting documents and other related documents related to VAT refunds.
- Participating in reviewing invoices, accounting documents, and other related documents for Corporate Income Tax settlement purposes for the fiscal year;
- Performing other additional tasks as required by clients and the company...

Job Requirements

- Bachelor's degree in accounting, auditing, finance, banking, commerce.
- At least 2 years of experience in accounting advisory
- Good in English communication
- Ability to work in teams as well as independently

Apply online or feel free to contact me directly for more information about this opportunity. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN

Company Description