



## PR/094352 | Assistant Accounting Manager

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1513565

**Industry**

Audit, Tax Accounting

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

January 7th, 2025 06:00

### 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 Assistant Accounting Manager

**Job Responsibilities**

- Responsible for managing tasks related to explanations, inspections, audits, and tax reconciliation.
- Assist Manager in managing and supervising the implementation of service contracts for clients.
- Support the Manager in internal management, developing staff skills through internal training.
- Assist in assigning and monitoring the progress of each project assigned by Manager
- Organize seminars related to Tax & Accounting topics.
- Support in providing Tax & Accounting consulting services to clients through meetings, emails, and phone calls.
- Review periodic financial/tax reports for clients.
- Able to work with Tax Authorities.
- Discuss, work, and report to the Manager and the Board of Director

**Job Requirements**

- A bachelor's degree, preferably with a degree in Economics, Law, Tax, Accounting
- At least 4-5 years of experience working for Tax-Accounting consulting firms.
- Good knowledge of Vietnamese accounting regulations and tax system.

- Strong communication and information delivery skills.
- Experience in supporting tax inspection and audit teams.
- Experience in supporting tax refund and reconciliation tasks.
- Good experience in personnel management/assignment.
- Good English skills
- CPA certification is an advantage.

**Benefits**

- 13th-month salary bonus and performance bonus
- Work in an international, dynamic, youthful, and friendly environment
- Other benefits to be discussed during the interview.

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

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Company Description