



PR/094597 | Assistant Accounting Manager

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1531431

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

April 22nd, 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

JAC's client, an foreign accounting firm is looking for an Assistant Accounting Manager position. This role is responsible for all areas relating to providing accounting, and tax services to clients. Reporting directly to managers.

Job Responsibilities

- Manage job progress and deadlines, assign tasks to juniors.
- Perform detailed review of client accounting and tax reports as prepared by juniors:
- Accounting Entries: Verify accurate and categorized transaction entries.
- Monthly Reports: Check balance sheet, income statement, and cash flow for accuracy.
- Payrolls and Liabilities: Confirm payroll calculations and statutory contributions.
- Tax Declarations: Review VAT, PIT, CIT, and FCT calculations and filings.
- Communicate with clients during daily work, understand clients' situations and give advice.
- Work with clients' auditors and tax officers when needed.
- Participate in clients' tax inspection, become project manager in due diligence for M&A projects.
- Provide coaching and instructions to lower level as necessary.
- Other tasks assigned by personnel at higher level.

Job Requirements

- Bachelor degree in accounting, auditing, finance, banking, commerce. CPA qualifications (completed or pursuing) is

an advantage.

- At least 4 years experience in a similar position (service accountant or tax consultant)
- Good tax knowledge and practical experience.
- Good English skills (communication and reporting).
- Communication skills.
- Analytical, problem solving skills.
- Time management, project management, team work.
- Careful, keen on details, responsible, hard-working.

Interested applicants, click [APPLY NOW](#)

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Company Description