



PR/094186 | Accounting Assistant Manager

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1505216

業種

不動産仲介・管理

雇用形態

正社員

勤務地

ベトナム

給与

経験考慮の上、応相談

更新日

2024年11月19日 11:33

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

JAC's client, a foreign company is looking for Accounting Assistant Manager based in Ho Chi Minh to provide financial assistance and oversight of accounting functions.

JOB RESPONSIBILITIES

- Oversee bookkeeping, accounts, ledgers, financial statements, and tax declarations.
- Supervise and support accounting/admin staff, especially during busy times.
- Ensure effective communication with other departments to gather accurate accounting information.
- Verify accuracy, legality, and validity of invoices, contracts, and supporting documents.
- Manage daily bank fee invoices, monthly bank statements, and reconciliation processes.
- Issue VAT invoices at month-end and support payment request creation.
- Prepare and submit investment and statistical reports and fulfill ad-hoc reporting requests.
- Coordinate annual budget preparation and monitor budget control (Actual vs. Estimate).
- Assist external auditors during audits and support internal audits for fraud investigations.
- Maintain accounting and internal control systems in line with company policies and statutory requirements.
- Collaborate with banks, tax authorities, and auditors on accounting matters.
- Stay updated on tax policies and ensure timely implementation.
- Organize document filing according to policy and internal requirements.
- Perform additional duties as assigned.

JOB REQUIREMENTS

- Bachelor's degree in accounting or finance required.
- At least 5+ years of related experience required. Strong knowledge of bookkeeping, accounting principles, and regulations.
- Experience working for foreign company is required.
- Experience in management required. Effective supervisory and leadership abilities.
- Willing to learn, accept challenges to develop in career path
- Excellent organizational, time management, and analytical skills.
- Proven ability to meet deadlines and solve problems.
- Skilled in task prioritization, delegation, and cross-functional communication.
- Proficient in MS Office (especially Excel), accounting software, and English (verbal and written).

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 you that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACVN

#cityhcm

会社説明