



PR/094597 | Assistant Accounting Manager

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1525523

業種

監査・税理士法人

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

2025年03月25日 08:01

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

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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会社説明