



JOB DESCRIPTION

- SENIOR ACCOUNTANT-

ACSV Legal is seeking an accountant based in HCMC, Vietnam for a rewarding opportunity in a dynamic organisation. Become part of a great team with regular outside-office lunches and outings.

Job Title:	Senior Accountant
Reporting to:	Finance and Accounting Manager
Working hours:	Full-time position Monday to Friday (inclusive)
Salary:	Attractive salary
Benefits include:	Private medical insurance, parking allowances, 13 th month salary for 12 months of service (pro-rata)

Responsibilities:

The responsibilities of the position include, but are not limited to:

- Manage and control Bank Accounts, Account Receivable and Account Payable;
- Check and verify invoices from vendors for purchases on a monthly basis. Ensure all invoices have full supporting documents and follow internal procedures are compliant with Vietnam accounting standards and tax regulations;
- Prepare payments with required supporting documents via banks considering supplier requirements, on a timely and accurate basis;
- Issue value added tax (VAT) invoices and deal with other issues related to VAT invoices;
- Maintain up-to-date billing system, keep the billing statements on file;
- Record accounting transactions into software and complete all month-end closing entries;
- Reconcile monthly TB with AP, AR to make sure all figures and the end balance are accurate;
- Provide accounting documents to outsource and control, monitor and review monthly Financial Statements as VAS and quarterly Tax reports;
- Prepare monthly Financial Statements (Management reports) as IFRS;
- Prepare and lodge dossiers with the authorities and banks;
- Provide supporting documentation for audits and to government authorities when requested; Assist with tax audits and audited report;
- Analyse specific accounts (Revenue, Cogs, Overhead) and transactions on a regular basis and take appropriate actions if necessary;
- Manage and update cashflow daily;
- Any other task as assigned.

Education and Experience

- Graduate from a Vietnamese university with a major in Accounting or Finance;
- Knowledge of general accounting procedures and principles;
- Experienced in related accounting application software, i.e. Fast/ Xero;
- Good knowledge of English (verbally and written); and
- At least 2 years of relevant working experience in similar role.

Key Competencies

- Work in an organised and methodical manner;
- Good in setting priorities and meeting deadlines;
- Attention for detail and highly accurate;
- Good communication, information management and problem-solving skills;
- Understanding of bookkeeping and tax filing.



- Multi-tasking abilities with proactive working attitude.
- Knows how to maintain confidentiality.

You can contact us to discuss this role in more detail or apply immediately via hr@acsvlegal.com.