

Role Description

Accounting Assistant (Vietnam)



Overview:

DFDL is a leading international law firm specialized in emerging markets with regional legal, tax and investment expertise advisory developed throughout the South and Southeast Asia, and beyond.

With a team of over 150 local and foreign advisers in 9 countries (Cambodia, the Lao PDR, Myanmar, Thailand, Vietnam, Singapore, Bangladesh, Indonesia and the Philippines) including the collaborating firms, we provide unique value propositions and innovative solutions to our clients, with a particular focus on:

- Banking and Finance
- Corporate
- Mergers and Acquisitions
- Energy, Mining and Infrastructure
- Real Estate and Construction
- Taxation

Position:

DFDL is are looking for an Accounting Assistant to join its team in Hanoi, Vietnam.

Reports to:	Chief Accountant of the Vietnam Office
Key external relationships:	Clients and local authorities
Key internal relationships:	Chief Accountant, Finance Team, Office Manager of the Vietnam Office
Salary range:	Competitive, varying based on the qualifications and experience of the successful applicant.
Position type:	Full Time, 1-year FDC
Applicants eligible:	Any qualified candidate
Working Hour	Monday to Friday, from 8:30am to 12:30pm and from 2:00pm to 6:00pm
Location:	Hanoi, Vietnam

Main Duties of the Role:

The following are the key duties and responsibilities that will be expected of you within the Firm:

- Invoice processing for the clients, filing original documents for bookkeeping as instructed and conducting excel records for detail tracking purpose;
- Preparing payment request, deposit request and other forms as instructed;
- Recording revenue and receipts and following up with clients for payment;
- Assisting in checking input invoices and supporting documents for accuracy, and filing original documents;
- Assisting in monthly and yearly reconciliation of accounting books;
- Generating internal reports as requested in a timely manner;
- Complying with applicable company and local statutory policies, and coordinating with external audits; and
- Other tasks assigned from time to time.

Excellence · Creativity · Trust
Since 1994

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Role Description

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Essential Skills & Experience:

- Accounting or Finance bachelor degree
- Strong command of English
- Excellent interpersonal skills
- Microsoft Office – Excel, Word and Outlook

Desirable Skills & Experience:

- Prior work experience at a professional service company
- Prior work experience in a multicultural workplace
- Friendly and approachable with good people skills

Contact Details:

Applications should be submitted by email or by hand to:

Ms. Trinh Minh Nguyet

Email: MinhNguyet.Trinh@dfd.com & Careers@dfd.com

Address: DFDL Vietnam Law Company Limited – Hanoi Office
9th Floor, BIDV Tower, 194 Tran Quang Khai Street, Hanoi, Vietnam.

Website: www.dfd.com

Telephone: +84 4 3936 6411

Link to our online job announcement: <https://dfd.workable.com/j/027F661944>

Applications should include a curriculum vitae or resume, accompanied by a covering letter outlining the candidate's interest in and suitability for the position.

Please note that this position is open until filled. Applications will be reviewed and processed on a rolling basis and only shortlisted candidates will be contacted.