

Role Description

Senior Accountant – Finance Supervisor (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 170 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 seeking to hire a Senior Accountant – Finance Supervisor to join our team in Hanoi, Vietnam.

Reports to:	Regional CFO, Chief Accountant of the Vietnam Office
Key external relationships:	Clients, auditors and local authorities
Key internal relationships:	Managers of DFDL VN, Regional CFO, Regional Financial Controller, Regional Finance team, local Chief Accountant, Finance Team, Office Manager of the Vietnam Office
Salary range:	Competitive, commensurate with experience and qualifications
Position type:	Full Time
Commencement:	As soon as possible
Applicants eligible:	4-5 year experience in accounting and finance analysis
Working Hour	Monday to Friday, from 9:00am to 12:30pm and from 2:00pm to 6:30pm
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:

- Perform account reconciliation activities on a monthly basis, including reconciliations between VAS and internal system and reconciliation between balance sheet items and sub ledgers.
- Assist local Finance Manager and CFO in the improvement of internal controls and the alignment of accounting policies with Group.
- Keep up to date with changes in IFRS, VAS and Group policies ensuring all necessary steps are taken to ensure compliance with all regulation

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Accounting Assistant (Vietnam)



- Ensure IFRS 15, IFRS 9 and IFRS 16 are applied accurately on a monthly basis.
- Perform financial audit and prepare audit reports with recommendations to Finance manager.
- Participate in overall annual budgetary process, in particular the regional elements of the budget.
- Perform cost analysis and recommend process improvements for cost-effectiveness.
- Continually monitor costs against budgets and highlight overruns when necessary.
- Develop best practices including division of duties and approval matrix for invoices and payments, including communication of such practice to Business units heads.
- Prepare / Review monthly management accounts from Spotlight, review practice group reports and follow up on incorrect postings and procedures.
- Post Monthly regional Journals in Aderant, if required.
- Follow up on Ad hoc requests from Regional and from Local Partners.
- AR Reporting and reconciliation.
- To provide cover in the absence of other members of the Finance team, where appropriate.
- Input day-to-day transactions into the Firm's accounting systems in compliance with the VAS and the internal policies;
- Prepare the monthly payrolls together with the summary of relevant costs, compulsory contributions (such as Social, Health and Unemployment insurances) for the Firm's expatriates and local staff;
- Prepare on time periodic tax reports to be submitted to Hanoi and HCMC Tax Departments, including: foreign contractor tax declarations, monthly/quarterly VAT declaration, monthly/quarterly PIT declaration, quarterly report on the issuance of VAT Invoices, PIT finalization, CIT finalization and other tax relevant documents as may be required by tax authorities from time to time; and
- Other tasks not specifically listed in this document may be assigned to you from time to time.

Essential Skills & Experience:

- Prior knowledge in finance analysis and finance control
- Good communication skills in spoken and written English
- Microsoft Office – Excel, Word and Outlook
- Has an enthusiastic attitude towards building a career
- Demonstrates the ability to take initiative and pay close attention to detail
- Honesty, reliability, and a commitment to strict confidentiality
- Self-motivated and committed to self-improvement

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 Thi Minh Nguyet

Email: MinhNguyet.T Trinh@dfdl.com & Careers@dfdl.com

Address: DFDL Vietnam Law Company Limited – Hanoi Office

9th Floor, BIDV Tower, 194 Tran Quang Khai Street, Hanoi, Vietnam.

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Website: www.dfdl.com

Telephone: +84 4 3936 6411

Link to our online job announcement: <https://apply.workable.com/dfd/j/3A1C15AAD6/>

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.