

Role Description

Senior Accountant (Hanoi)



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 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:	From 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
- 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.

Excellence · Creativity · Trust
Since 1994

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Role Description

Senior Accountant (Vietnam)



- 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: declaration of foreign contractor tax, monthly/quarterly VAT, monthly/quarterly PIT, , PIT finalization, CIT finalization and other tax relevant documents as may be required by tax authorities from time to time;
- Other tasks not specifically listed in this document may be assigned to you from time to time.

Essential Skills & Experience:

- Prior knowledge in IFRS 15, IFRS 9 and IFRS 16, 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 global service company
- Prior work experience in a multicultural workplace
- Friendly and approachable with good people skills

Contact Details:

Applications should be submitted to:

Email: Careers@dfdl.com

Website: www.dfdl.com

Online: <https://apply.workable.com/dfdl/j/D4058168A6/>

Phone: +84 28 3910 0072

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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.***