

VACANCY: CHIEF ACCOUNTANT

GENERAL INFORMATION	
Job title: Chief Accountant	Department: Finance - Accounting

JOB DESCRIPTION
<ul style="list-style-type: none">- Organise and implement enterprise accounting work.- Responsible for all financial reports including benefit/loss report, accounting balance sheet for timely submission as regulated by Ministry of Finance, Tax agency, Stock Committee, etc.- Set up and provide guidance on implementation of accounting procedures, financial regulations..., monitor and control the compliance to financial policy and accounting regime.- Monitor, instruct, control the staff to carry out accounting, prepare and finalise all HALCOM documents on quarterly and annual basis to assure compliance with regulations, accuracy and progress.- Assure legal, timely and accurate nature of accounting book/records, calculation of finished products, calculation of tax, insurance, debts with the investors, clients, banks and other partners.- Involve in analysis of business activities on the basis of financial and accounting data to identify internal financial reserves, minimize business operation costs.- Provide financial forecast or solutions, give advice to the BOD, CEO on development of financial – accounting management system in line with legal regulations and tailored to HALCOM condition, preventing business risks or financial misconducts, legal violations.- Responsible for preparing annual revenue/expenditure plan for the whole company to meet progress and quality requirements.- Responsible for payment, collection of debts to assure cash flow.- Control, instruct the staff to monitor and reconcile projects costs with various departments/centres.- Work with relevant state agencies, partners, clients, suppliers.- Responsible for training, guideline for development of human resources under financial – accounting departments of HALCOM and member companies to assure quality/cost.- Check and instruct the staff from Thuan Thanh company to prepare reports for the bank and prepare monthly, quarterly and annual financial reports.- Responsible for checking, controlling and instructing staff on accounting works of sub-companies, affiliates and investment companies.- Other duties as assigned by the BOD, CEO.



REQUIREMENT

Education background:	<ul style="list-style-type: none">- University graduate or higher from Financial Accounting, National Economy Universities.- Preference is given to candidates graduated from oversea universities, having master or MBA certificate locally or oversea/ or in Big 4 firm. Professional: Finance, accounting
Working experience:	<ul style="list-style-type: none">- At least 05 years of professional experience. Experience in a foreign environment is an advantage.- At least 05 years of management experience. Experience in similar position is an advantage.
Knowlegde:	<ul style="list-style-type: none">- Good knowledge of law, regulations financial and accounting standard codes.
Skills:	<ul style="list-style-type: none">- English (minimum Level C); Office computer skill certificate, chief accountant certificate- Strategic view, ability to identify, analyse, summarise and deal with issues.- Communication and convincing skill- Ability to plan, organise, supervise and inspect.- Ability to manage human resources- Time management skill;- Ability to assign tasks, authorise and train staff.

WORKING CONDITION	
Benefits	Working conditions
Salary: Negotiated. 13th Month Salary Bonus, bonuses for other holidays, union policies... Annual leave, Insurance and Policy following Labor Law, Annual Health Checkup Training	Standard office condition Friendly and professional working enviroment.

CONTACT

Please send your CV in English / Vietnamese to tuyendung@halcom.vn or n.t.t.diep@halcom.vn for job application.

