

VACANCY: FINANCE ASSISTANT

GENERAL INFORMATION	
Job title: Finance Assistant	Division/Department/Centre: General Affairs Dept.
Title of direct manager: Acting CEO	

SPECIFIC DUTIES	
1	Assist in execution of M&A deals: coordinate due diligence, review financial model, negotiate and contract agreement.
2	Lead preliminary analysis of potential investment opportunities with prospective partners- Develop relationships with international investors, local/international bankers and strategic partners.
3	Assist in closing the project financing of wind farm project: arrange local financing & ECA financing, ensure the compliance of project in both local and international.
4	Manage turbine supply agreement (TSA) and project management consultant (PMC) agreement.
5	Act as a main contact point, facilitate communication among international and local stakeholders.
6	Build sector knowledge, maintain ongoing market awareness.

RESPONSIBILITIES	
<ul style="list-style-type: none"> - Comply with the CCP and the Code of Conduct; effectively implement the assigned tasks. - Act as a good example in conducting the CCP and the example for all other staff. - Assure that all business information within his/her jurisdiction is kept confidential in accordance with the Regulation on Confidential Information. - Allow the Company to access all documents related to company business on personal computer. - Develop and update work procedure, staff job and capability description on annual basis. - Assign tasks for staff and carry out performance assessment on monthly basis. 	

SPECIFIC REQUIREMENTS

Qualification:	MBA or another business or economics degree from a recognized institution
Experience:	5-7 years experienced in investment banking (leverage finance/M&A) or in Big 4 firm
Knowledge:	<ul style="list-style-type: none"> - Good understanding of corporate finance, project financing and key accounting principles. - Knowledge in renewable energy industry would be a plus



Skills	<ul style="list-style-type: none"> - Fluent business English (TOEIC/TOEFL/IELTS), second language among Japanese/Korean/Chinese/German/French/Thai would be an asset. - Proactive attitude and deep sense of ownership and initiative. - Communication and Negotiation skills - Full proficiency in financial modelling would be a plus
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WORKING RELATIONSHIP

Target	Communication purpose
President, CEO	Work reporting
Directors of sub-companies	Work coordinating/collaborating
Company Departments	Management collaboration
Directors, Heads of Divisions of sub-companies, affiliates	Management collaboration, deal with personnel issues
Company partners	Assist the BOD with internal and external affairs

WORKING CONDITION

Condition/Environment	Frequency <i>(occasionally, usually, always)</i>
<input checked="" type="checkbox"/> Standard office condition	usually.
<input type="checkbox"/> sub-condition (hot, humid, noisy, dusty, dirty,...)	
<input checked="" type="checkbox"/> Travel	occasionally.
<input type="checkbox"/> Other:	

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

