Intern Consultant - Accounting

Work Description

- Document and reports preparation.

- Data computation.

- Trained in providing accounting and Tax related consultancy services to our multinational and local clients.  
- Performing procedures in relation to accounting and Tax compliance such as preparation and submission of the monthly reports to the Management, Tax Authorities.  
- Preparation of annual final Tax returns

- Assist experienced consultants on their daily work.

Basic qualifications

- Final Year / University graduate in Accounting, Audit, Finance, Economic discipline  
- Good knowledge of the Vietnam Tax and Accounting Law   
- Excellent knowledge of Microsoft Excel  
- Good communication skills in both Vietnamese and English (writing and speaking)  
- Ability to handle several jobs concurrently  
- Good attention to details  
- Enjoying team work, dependability, integrity, trustworthiness, cheerful, self-motivated and willing to learn.

Incentive

- VND 4,500,000 per month

**COMPANY LOGO  
**

**COMPANY OVERVIEW**

**About Tricor Group**

Tricor Group (Tricor) is a global provider of integrated Business, Corporate and Investor Services. As a business enabler, Tricor provides outsourced expertise in corporate administration, compliance and business support functions that allows you to concentrate on what you do best – Building Business.

**Our Services**

Tricor professionals are experts in corporate structuring and advisory functions. Our professional specialists provide a comprehensive range of services including: Business Advisory; Company Formation, Corporate Governance & Company Secretarial; Accounting & Financial Reporting; Cash, Payroll, Treasury & Trust Administration; Initial Public Offerings & Share Registration; Entry & Consulting; Executive Search & Human Resources Consulting; Management Consulting; and Fund Administration Services.

**Our people**

Our key senior executives are former partners and senior professionals from major international accounting firms and other professional firms. With over 1,650 staff operating from 31 cities in 17 countries / territories, Tricor delivers high-performance solutions tailor made to meet your needs.

**Tricor Vietnam and TSV Services Vietnam**

Tricor Group joint ventured with partners in Vietnam to form Tricor Vietnam Co., Ltd and TSV Services Vietnam Co., Ltd, providing accounting, tax, payroll, company establishment and business advisory services since 2014.

Operating from “Tricor Centre”, our 5-storey office building within easy access of HCMC airport and city center. Client service office in Hanoi.

Solid collaboration with established legal firms, audit firms, market research agencies and industrial park management bodies in Vietnam to provide one-stop solution to foreign clients investing in Vietnam.

**PRODUCTS AND SERVICES**

**Services by Tricor Vietnam and TSV Services Vietnam**

* Vietnam Market Entry & Business Advisory
* Investment Registration Certificate licensing and company formation, corporate secretarial and administrative services
* Representative Office set up and compliance support
* Advisory on loan registration and profit repatriation
* Accounting and book-keeping (IFRS and VAS)
* Tax advisory and compliance services (CIT, VAT and PIT)
* Mobility and expatriation services (work permit, residence visa and expatriate tax planning)
* Payroll outsourcing and Human Resources Consulting
* Treasury management
* Financial and tax due diligence

**WHY JOIN US?**

Tricor is rapidly expanding our full range of services to multinationals and foreign investors, we offer the opportunities of career growth in multiple disciplines, also working in a vibrant, dynamic professional work environment.