**Company name** : TMF Vietnam Company Limited

**Job Title** : Accountant (Outsourcing services: Accounting, Tax, Payroll)

**Department** : Business Services Department

**Report to** : Manager of Business Services/Managing Director

**Key responsibilities**

- Accounting: book-keeping, tax filings following the statutory and/or the clients’ deadlines;

- Payroll: process exact payroll calculation aiming to provide the exact payroll deliverables to the clients together with the fulfillment of compulsory insurances and the personal income tax and related lodgments;

- Administration: documentation filing and billing;

- Other tasks being assigned by Senior Accountant/Supervisor/Line Manager;

- Self-regulations updating

**Duties**

* **Client work:**

- Perform the services as agreed with the clients including book-keeping/accounting/tax compliance and payroll and personal income tax services;

- Work under supervision of Senior Accountant and/or Supervisor and/or Line Manager.

- Tasks to be completed in the pre- agreed timeline with the highest quality of deliverables;

- High commitment to the reporting deadlines;

- Having a mindset of non-chargeable and chargeable hours and hence billing follow-ups with the clients;

- Filing: prepare and file working papers and relating documents with systematically reference number;

* **General administration work:**

- Search, print, arrange and file all necessary papers including administration and reference documents for the department use.

- Prepare billing request for completed job.

- Search and get keep breast update on Vietnam taxes, Vietnamese Accounting Standards and other regulations on social insurance and labor code.

**Qualification required**

- University degree majoring in Accounting;

- Basic knowledge in Vietnamese Accounting Standards and the prevailing tax regulations;

- Very strong verbal and written English skills

- MS-Word, Excel Experience required

- Minimum 1 year experienced in accounting field;

- Problems identification;- Problem solving skill is a plus;

- Familiar with accounting software is a plus.

**Interpersonal skills**

- Proactive, meticulous, integrity;

- Work under pressure;

- Deadline committed;

- Highly responsible;

- Result oriented; and

- Respect the confidentiality of clients’ data

*Please send your resume in English to* *hongnhung.le@tmf-group.com*