**TMF Vietnam Company Limited**

**Job Title** : Accounting Intern

**Location** : *Ho Chi Minh office*- 8th Floor Bitexco Financial Tower, 2 Hai Trieu, District 1, Ho Chi Minh City, Vietanm

**Department** : Accounting & Tax Compliance Services

**Key responsibilities**

Support accountants/ or Accounting & Tax compliance Manager in accounting services

**Duties**

To fulfill the tasks assigned with sufficient coaching by experienced accountants and/or Manager including but not limited to:

- Submitting the tax and insurance lodgments to the local tax and social insurance departments;

- Making appointments with the clients to obtain their signature for the accounting/tax/insurance reports on a timely basis;

- Declaring the monthly value added tax reports based on the availability of supporting invoices;

- Reconciling the tax and insurance obligations on a timely basis of specified clients;

- Book-keeping simple accounting modules such as cash module, accounts payable/receivable module;

- Document filing; and

- Other tasks upon assignment.

**Experience Required**

- University degree majoring in Accounting (compulsory)

- Very strong verbal and written English skills;

**Benefit**

- Monthly allowance: 3,000,000 VND/ month;

- 6months internship

- Participating required/advance training; ensure that skills and knowledge are met expectation and job requirement.

- Working in professional and ideal environment

*Based on the intern’s performance and the growth of the business, the intern maybe considered for full time employment after completing the internship*

*Please send your resume to* *binh.ho@tmf-group.com*