

Job Vacancy: Accounting assistant

Requirements:

Accounting Assistant will be supporting accounting functions and taking tasks relating to the accounting department.
Besides, The Accounting Assistant will assist the Chief Accountant some of the financial controlling and budgeting upon request.

Main responsibilities include:

Accounting and Financial Management:

- Be in charge of keeping the company account including checking the cash book, operating and maintaining the computerized accounting system of the company, and registration and filing of vouchers and supporting documents following the financial procedures of esoftflow.
- Prepare monthly and annual accounting reports for submission to the tax authorities.
- Deal with auditor's and auditing the financial report.
- Control the existence of the company's IT equipment by maintaining proper assets register and periodical physical check (in coordination with IT).
- Liaise with the Management in all matters of financial administration.
- Be in charge of filing of disbursement.
- Be responsible in taking care of personnel income tax and insurance for all staff and undertake the necessary reporting to the local authorities.
- Undertake making invoices/confirmation note/offset minute to overseas customers monthly and following up the account receivable.
- Be in charge of checking all contracts from overseas customers and local suppliers.

Purchasing:

- In charge of IT equipment purchasing and handling negotiation regarding the pricing.
- Taking care of company fixed assets controlling.

Filing:

- Develop and maintain the accounting filing system, of both soft copies and hard copies.
- Develop and maintain an archive of all relevant documentation and files relating to accounting and financial management.

Reporting:

- Provide monthly reports and statements to the management including Esoft Systems A/S regarding financial matters.
- Liaise with the Management in all matters of financial administration.



- Inform the Management immediately if any irregularities are discovered in regard to the accounting and financial administration.

Others:

- Carry out other related duties as required.

Qualifications:

Gender: Female

Education:

University degree in Accounting or related field.

Experience:

At least 5 years of working experience in an accounting department preferably in an international environment.

Languages:

Good proficiency in English both written and orally. Fluent in Vietnamese.

Competencies:

Proven capacity in all accounting related matters including preparation of financial reports. Up to date knowledge about current legal requirements in terms of accounting and financial management. Up to date knowledge about current legal regulations about export in general, digital contents/software export in particular. At least 5 year experience in similar position in an international company. Knowledge of administration of ODA funds is an advantage. Dynamic, honest, enthusiastic and proactive. Strong computer skills (accounting software, spreadsheets and word processing). Able to travel inside and outside Hanoi when necessary. Hard-working, honest and in good health. Willingness to work odd hours occasionally.

Application:

Interested candidates should submit the followings:

- Cover letter
- Curriculum vitae
- References

Cover letter and CV should be prepared in English and submitted to Esoftflow:

Email: recruitment@esoftflow.com

Website: www.esoftflow.com

Address: Suite 504, Thanh Ha Building, CC2 Bac Linh Dam, Hoang Mai Dist., Hanoi

Tel: +84 4 3641 6864 (ext. 0/16)

Fax: +84 4 3641 6870

Salary: negotiable

Type of job: Full-time

Deadline: 29th February 2012