

Career opportunity to challenge your expertise and ambitions ...

ADVISORY SERVICES – INTERN (HO CHI MINH OFFICE)

Grant Thornton (Vietnam) Limited is an independent member firm of Grant Thornton International. We are a leading professional services organisation in Vietnam providing Audit, Tax, Advisory and Business Process Solutions services. We have a professional team of 13 partners and more than 230 professional staff in offices located in Hanoi and Ho Chi Minh City.

Advisory Services (AS) is a dynamic and fast growing division and the range of services we provide include:

- **Transaction Advisory** – Due Diligence, Business valuations, Fund raising, M&A and Corporate Restructuring
- **Operation Advisory** – Internal audit, Governance and Risk management, IT audits and management, and Forensic Investigations

We are looking for an **Intern** to work in our Ho Chi Minh Office, with the below details:

Essential Duties and Responsibilities

Client work

- Works on client's engagements at field or in the offices as assigned by Executive or Manager
- Assists AS team members in completion of client projects as assigned by Executive or Manager

Customer and Information Support

- Establishes and maintains a good and updated economic and industry focused information system
- Supports Advisory Services teams when needed in different matters regarding company marketing materials, Client info, market/industry info
- Prepares Proposal, Engagement, Capability statement, Presentations in the Pre-engagement stage
- Supports Advisory Services (Executive) Manager and colleagues with other assignments

Administration

- Follows up reports (weekly, monthly, etc.)
- Client and Engagement filing
- Translates business documents where applicable
- Perform other tasks as assigned by AS (Executive) or Manager from time to time.

Qualifications/Skills

- Fresh graduates/ Senior students with degree in Accounting, Finance, Banking or business related field
- Fluency in English, both speaking and writing. Ability to translate to English or vice versa efficiently
- Good working knowledge of Word, Excel and PowerPoint and Internet searching skill
- Good communication and presentation skills
- True team spirit, self-motivated, and willingness to learn
- Pro-active, detail oriented and able to meet tight deadlines

Desired competencies

- **Initiative:** Demonstrate a thirst to understand how your role fits in and to seek opportunities by yourself to contribute beyond own role;
- **Adaptability:** Show agility and flexibility to easily adjust yourself into any change in working situations and develop the understandings the changes on situations;
- **Ownership:** Take responsibility for own actions and learn from experience.

Application Requirements:

- Application and resume must be in English and attached with a recent photo, and copy of the transcript
- Name your file with quoting reference (**Application - Advisory Intern - HCMC Office**);
- The total document file size must not exceed 2MB;
- Your application to be sent to: hr.recruitment@vn.gt.com.