



Alchemy Asia is South-East Asia's leading independent premium spirits distribution company with an exclusive brand portfolio across a number of South-East Asian markets for iconic international spirit companies including The Edrington Group (The Macallan, The Famous Grouse), Bacardi Limited (Grey Goose, Bacardi, Bombay Sapphire) Remy Cointreau International, Group Campari and Proximo (Jose Cuervo, Kraken) among others.

We are a privately held group and maintain offices across Singapore, Vietnam, Thailand, Cambodia, Myanmar, and Laos, with our headquarters in Ho Chi Minh City, Vietnam.

### POSITION DESCRIPTION

Title: Finance/ Accounting Intern  
Reporting To: Chief Accountant  
Location: Ho Chi Minh City

### RESPONSIBILITIES

You will support the Finance & Accounting team at all levels of Accounting/ Finance activities including but not limited to the tasks below:

- Preparing monthly schedules reporting actual vs. variances.
- Supporting Finance & Accounting team in consolidating information, and performing data analysis, etc.
- Participating in special projects with Supervisor/ Managers.
- Performing ad-hoc analysis as required by Finance & Accounting team.

### PERSONAL SPECS

- Internship duration: 6 months (Full time: Mon – Fri from 9am to 6pm).
- Open for 4<sup>th</sup> year student or fresher in Accounting/ Finance major.
- High level of English written and spoken.
- Proficient skills with Microsoft Office applications (Excel, Outlook, Word).
- Passion, hard-working, willing to learn, team oriented.

### WORKING TIME & ALLOWANCES PER MONTH (VND)

- **Working time:** Mon – Fri from 9am to 6pm.
- **Address:** 2A Dang Huu Pho, Thao Dien Ward, District 2, HCMC.
- **Allowance:** 2.000.000VND / month.
- **Contact Person:** Loan Nguyen (Ms.) – loan.nguyen@alchemy-asia.com

To find out more about Alchemy and the portfolio go to [www.alchemy-asia.com](http://www.alchemy-asia.com).