

TIN VIET - AICA AUDITING AND CONSULTING COMPANY LIMITED

➤ **Job Title**

1. ACCOUNTANT CUM ASSISTANT AUDITOR

➤ **Job Description**

General accounting:

- Do the booking of business transactions of assigned clients;
- Prepare monthly, quarterly and yearly tax reports (VAT, PIT, CIT, ...);
- Prepare quarterly, yearly financial statements;

Audit assistant:

- Providing help and support to senior professionals in audit engagements;
- Producing working papers as per instructions;
- Being in charge of audit section as per job allocation and assignments.

➤ **Job Requirements**

- College or Bachelor's degree in Accounting and Auditing;
- Good analytical, communication, and computer skills;
- English: Priority is given to those who have IELTS certificates;
- Male and female;
- No experience required;
- Able to work independently and proactively, under high work pressure;
- Ethical behavior;
- Attention to detail.

➤ **Benefits**

- Work location: #130 Duy Tan Street, Ward 15, Phu Nhuan District, Ho Chi Minh City, Vietnam
- Salary based on experience and agreement;
- Supported annual training according to the company's training schedule. Support to study professional certificates (conditions on working time for the company);
- Other benefits: according to the company's regulations.

➤ **Quantity needed: 2**

Candidates who are interested in the position can send CV to contact@tvac.com.vn. Please do not call or visit.