

## TIN VIET - AICA AUDITING AND CONSULTING COMPANY LIMITED

### ➤ **Job Title**

#### **1. ACCOUNTANT CUM ADMINISTRATER**

### ➤ **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;

#### **Administrater:**

- Greeting and directing visitors, answering phone inquiries and handling complaints in a courteous, professional manner;
- Ensuring office supplies are maintained, including checking inventory and working with vendors to ensure adequate levels of necessary supplies at all times;
- Occasionally traveling off-site to deliver reports or files to other departments;
- Ensuring the confidentiality and security of files and filing systems;
- Coordinating schedules, arranging meetings, distributing memos and reports and ensuring that everyone is kept current of necessary company news and information;
- Operating copy equipment, fax machines, printers or other equipment necessary.

### ➤ **Job Requirements**

- College or Bachelor's degree in administration and have basic accounting knowledge. Accounting work will be trained on job;
- Good 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: 1**

Candidates who are interested in the position can send CV to [contact@tvac.com.vn](mailto:contact@tvac.com.vn). Please do not call or visit.