



## **Job Title: Accountant Internee**

### **Company's name: NEXIA STT**

NEXIA is a leading worldwide network of independent, high quality accounting and consulting firms. NEXIA's robust group of member firms includes over 36,000 personnel in over 122 countries with over 727 offices worldwide.

Through over 17 years of development with offices in Hanoi, Ho Chi Minh City and Hai Phong, Nexia STT has become one of the leading firms in the fields of auditing, accounting and business advisory in providing high quality and competitive services in the country and region. According to the report of the Ministry of Finance, Nexia STT is among the TOP 10 companies achieving highest revenue in providing accounting and tax advisory services in Vietnam.

NEXIA STT is an ACCA's Approved Employer, an ICAEW's Authorized Training Employer and a Recognized Employer Partner of CPA Australia. Joining NEXIA STT, you'll have a great opportunity to be supported in studying and become a member of professional networks.

### **Job description:**

Accountant intern is responsible as follows:

- Assisting with research, filing, data entry, and recording and maintaining accurate and complete financial records.
- Support preparing financial reports, such as balance sheets and income statements, invoices, and other documents.
- Handling sensitive or confidential information with honesty and integrity.
- Learning how to work as part of the Accounting team to compile and analyze data, track information, and support the company or clients.
- Taking on additional tasks or projects to learn more about accounting and office operations.

### **Required skills/experiences:** Qualified candidates should meet the following criteria:

- Final year students or fresh graduates with major study in accounting, auditing or finance (seeking a career opportunity in a professional working environment)
- Goal and deadline orientated;
- Strong organizational and time management skills;
- Good verbal and written communication skills in English and Vietnamese.
- Hard working, responsible and willing to learn;
- Team working spirit.

**Job location:** Ho Chi Minh City

**Type of position:** Temporary (3-4 months)

**Contact:** Interested candidates should send CV, relevant documents and current photograph to:

#### **NEXIA STT Co. Ltd. – Ho Chi Minh City Branch**

1st Floor, 182 Nguyễn Thị Minh Khai Street, District 3

Ho Chi Minh City, Vietnam

Ms. Tran Thi Thu Huong

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**Deadline to apply:** before 15 June 2022.