

Job Description**Position: Accounting Officer (HO)**

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POSITION : Accounting Officer (HO)
REPORTING TO : Senior Accounting Team Leader
DIVISION : Accounting Department

A. Requirements

Educational Level : University Graduated
Work Experience : More than 6 years' working experience in Accounting and Audit field.
Specialty/Qualification : Experienced and qualified in accounting and audit fields as follows:
 - Depth knowledge of Vietnamese Accounting Standard (VAS) and International Financial Reporting Standard (IFRS)
 - ACCA or CPA membership is a plus

Skills : - English language skills
 Have excellent verbal and written communication skill, report writing and presentation skills
 - Software skills
 Have knowledge of Microsoft Office products (including Word, Excel, and Power Point, Outlook), and ERP software (SAP, Oracle)
 - Accounting knowledge
 Have practical knowledge related to general accounting & tax regulations and accounting issues in companies in construction investment phases and/or companies operating in oil and gas industries

Competency	Common	In particular
Achievement orientation *		✓
Challenge *		
Inter-personnel *		✓
Professional skill, Knowledge *		✓
Decision-making, Judgment *		
Planning, Creativity *	✓	
Negotiation *		
Leadership*		✓
Development others *	✓	

* Definition is described in "Competency reference of NSRP Performance Appraisal for Local hired".

B. Purpose

Assist Senior Accounting Team Leader in reporting activities and resolving accounting issues to ensure the compliance of financial reports with related accounting and tax regulations.

C. Responsibility

Accounting Officer performs a wide variety of accounting activities such as:

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1. Main responsibility
 - a) FS related tasks:
 - Book SHUI reimbursement monthly, review balance payroll payable and reconcile/analyze fluctuation of monthly wage expenses closing book.
 - Control borrowing cost files, book all related borrowing cost in SAP and do reconciliation at the month end
 - Do monthly closing tasks: sufficiently & fairly review expenses, domestic & oversea sales.
 - Check and prepare assigned FS notes for quarterly FS and year end FS
 - Other tasks are assigned by Leader/Senior Leader
 - b) Accounting issue related tasks:
 - Co-operate with related divisions and accounting advisors to identify the accounting issues and the way forward
 - Follow with accounting advisors to get official ruling from authorities for accounting issues
 - Prepare procedure and work plan to implement advice from accounting advisors and official ruling from authorities
 - Maintain the accounting issue list to keep track of the completeness and progress of the issues
2. Other tasks
 - Update accounting regulation including VAS, accounting system and IFRS related to NSRP project.
 - Prepare the draft of internal policy and procedure for Leader's review
 - Assist leader to develop SAP system related to Accounting department.
 - Other related accounting tasks as required by CAO or Leaders

D. Accountability**E. Latitude for Actions or Decisions****F. Supervisory Responsibility**

Direct Supervises:

Total Staff Supervised:

G. Agreement

Agreed by Job Holder:

Agreed by Manager:

Approved by HR Manager: