

Job Description		Position: Accounting Officer (HO)																															
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<p>POSITION : Accounting Officer (HO)</p> <p>REPORTING TO : Senior Accounting Team Leader</p> <p>DIVISION : Accounting Department</p>																																	
A. Requirements																																	
<p>Educational Level : University Graduated</p> <p>Work Experience : More than 6 years' working experience in Accounting and Audit field.</p> <p>Specialty/Qualification : Experienced and qualified in accounting and audit fields as follows:</p> <ul style="list-style-type: none"> - Depth knowledge of Vietnamese Accounting Standard (VAS) and International Financial Reporting Standard (IFRS) - ACCA or CPA membership is a plus 																																	
<p>Skills :</p> <ul style="list-style-type: none"> - 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 																																	
<p>Competency :</p> <table border="1"> <thead> <tr> <th>Competency</th> <th>Common</th> <th>In particular</th> </tr> </thead> <tbody> <tr> <td>Achievement orientation *</td> <td></td> <td>✓</td> </tr> <tr> <td>Challenge *</td> <td></td> <td></td> </tr> <tr> <td>Inter-personnel *</td> <td></td> <td>✓</td> </tr> <tr> <td>Professional skill, Knowledge *</td> <td></td> <td>✓</td> </tr> <tr> <td>Decision-making, Judgment *</td> <td></td> <td></td> </tr> <tr> <td>Planning, Creativity *</td> <td>✓</td> <td></td> </tr> <tr> <td>Negotiation *</td> <td></td> <td></td> </tr> <tr> <td>Leadership*</td> <td></td> <td>✓</td> </tr> <tr> <td>Development others *</td> <td>✓</td> <td></td> </tr> </tbody> </table>				Competency	Common	In particular	Achievement orientation *		✓	Challenge *			Inter-personnel *		✓	Professional skill, Knowledge *		✓	Decision-making, Judgment *			Planning, Creativity *	✓		Negotiation *			Leadership*		✓	Development others *	✓	
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<p>* Definition is described in "Competency reference of NSRP Performance Appraisal for Local hired".</p>																																	
B. Purpose																																	
<p>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.</p>																																	
C. Responsibility																																	
<p>Accounting Officer performs a wide variety of accounting activities such as:</p>																																	

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<p>1. Main responsibility</p> <p>a) FS related tasks:</p> <ul style="list-style-type: none"> - 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 <p>b) Accounting issue related tasks:</p> <ul style="list-style-type: none"> - 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 <p>2. Other tasks</p> <ul style="list-style-type: none"> - 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:			