**Job Description for Accountant**

Division: Accounting Department

Position: Accountant

Reporting to: CAO, Leader, Officer (Accounting Department)

**Requirements**

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| **Educational Level** | **:** | Bachelor’s Degree Accounting, Finance or equivalent |
| **Work Experience** | **:** | At least 3 years of working experience in accounting &tax field, experience on Account Payable, Fixed asset and Inventory is a plus. |
| **Specialty/ Qualification** |  | Experienced with accounting as follows:  - Strong understanding on VAS & IFRS Accounting standards, Vietnamese accounting regime and regulations.  - Have basic knowledge on Tax laws and regulations (Invoicing, VAT, FCT, CIT).et.  - Understanding about preparing the Financial Statements. |
| **Skills** | **:** | Have good knowledge and experience in Microsoft office products (including Excel, Word, Power point, outlook) and internet.  Good communication skills (Reading, Writing, Speaking, Listening) in English.  Experience with SAP software is a plus.  Hard working, high teamwork spirit, strong compliance, well organized and having problem-solving skills and careful. |
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**B. Purpose**

Takes responsibility for the accuracy and timeliness of all accounting routine works in compliance with related regulations.

**C. Responsibility**

Under the direction & supervision of CAO, Accounting Team Leaders, Officer: Accountant performs accounting activities including but not limited to:

1. Receive and check assigned payment dossiers from Suppliers/NSRP End users, park cost records and accounting transactions in NSRP system (SAP) accordingly, propose VAT credit amount, ensure that payment shall be executed accurately & on due in accordance with (1) NSRP’s procedures, manuals, policies; (2) relevant accounting standards& regulations and tax laws.
2. Handling periodically closing activities in accounting book related to assigned AP: Invoice parking, accrual, allocate expense, etc.
3. Advise GL accounts based on nature of transactions at PR step for relevant departments.
4. Perform assigned works related to Inventory: review Inventory movement, do inventory cost valuation and inventory account reconciliation.
5. Perform assigned works related to Fixed asset:
6. Checking the FA procurement document submitted by related departments and vendors.
7. Reviewing CIP & fixed assets movement, preparing fixed asset recognition/derecognition, depreciation test run, fixed asset reconciliation.
8. Working with other accounting team members & relevant departments to collect and review the documents of CIP& fixed asset.
9. Doing as coordinator in fixed asset management.
10. Preparing fixed asset recognition, depreciation test run, prepare fixed asset derecognition, fixed asset reconciliation.
11. Doing the physical counting of FA.
12. Working with Auditors, preparing accounting notes to financial statement.
13. Other tasks assigned by Officers, Leaders and CAO.

**D. Work Location**

Nghi Son Economic Zone, Hai Yen commune, Nghi Son District, Thanh Hoa province