

Chief Accountant cum HR

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Company: Talentvis

Location: Vietnam

Category: business-and-financial-operations

Bachelor degree preferably in Finance/ Accounting

- Minimum 5 years of experience in accounting and 2-3 years as Chief Accountant role;
- Chief Accounting certificate;
- Knowledge of Vietnamese financial law including tax legislation;
- Professionally presented;
- Excellent English communication skills;
- Good Office Information Technology skills (Microsoft Office);
- Approach work with a can-do, proactive attitude;
- Flexible and understanding when required to get the job done;
- Remain calm under high pressure and strict deadlines;
- Good negotiation and problem solving;
- Demonstrates analytical thinking, meticulousness, and accuracy in the job.
- Perform financial management duties including generating financial data, compiling and submitting reports, analyzing industry trends and assessing the financial health of the company;
- Oversee the operations and development of the company's finance department including creating and reviewing policies, budgeting, and conducting regular assessments of financial procedures;
- Supervise the preparation of quarterly and annual account reconciliations, monitor, and enforce compliance with Vietnam's tax and financial reporting standards and assist with cash flow forecasting;

- Advise colleagues and the senior team on decisions related to the company's finances;
- Supervise the documentation of the company's financial status and forecasts;
- Create strategic plans based on the analysis of the company's status and financial forecasts;
- Develop the company's accounting system that integrates in with the company's internal software to record and the accounting profession in production and business activities;
- Handle fixed assets, costings, and inventory management with the other teams;
- Check the preservation and storage of accounting documents;
- Manage company bank accounts and monthly reconciliations;
- Negotiate and present financial reports with investors;
- Promptly disseminate and guide the financial and accounting regimes issued by the State to subordinates and related departments;
- Responsible for planning, directing, controlling, coordinating and participating in the activities of all accounting personnel;

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