

# JOB DESCRIPTION

<b>Position</b>	<b>Accounting Staff</b>
<b>Level</b>	Junior
<b>Department</b>	Finance & Accounting
<b>Work Location</b>	Ho Chi Minh
<b>Reports to</b>	Chief Accountant
<b>Responsibilities and accountabilities</b>	<p><b>1. Accounting customers transactions:</b></p> <ul style="list-style-type: none"> <li>_ Following the customer's deposit accounts to send the statement for customer service.</li> <li>_ Making payment orders for customers transfer money on a general account.</li> <li>_ Handling “settlement payment via bank transfer” on customer transaction system.</li> <li>_ Transferring clearing money of trading account on time.</li> <li>_ Making payment order to transfer cash dividends, issue additional money of customers.</li> <li>_ Making connection of customer transactions system to accounting system.</li> <li>_ Checking balance of accounting accountant with customer services.</li> <li>_ Making accounting for correction errors of trading transactions.</li> <li>_ Setting up connection to the accounting system with new services for customers.</li> </ul> <p><b>2. Accounting of expenses and revenues:</b></p> <ul style="list-style-type: none"> <li>_ Withdrawal cash to the cash fund and check fund timely.</li> <li>_ Checking payment requests and documents attached in accordance with the regulations.</li> <li>_ Accounting for receipts and payments into the accounting system.</li> <li>_ Making payment order and payback for advance money to debit card.</li> <li>_ Checking payment requests for outside services to make payment order transfer.</li> <li>_ Tracking payable and receivable debt reconciliation periodically.</li> <li>_ Checking the balance of the bank accounts of the Company.</li> <li>_ Making balance report on the bank accounts balance daily.</li> <li>_ Recording fixed assets, tools, expenses allocated to system.</li> <li>_ Tracking the allocation of depreciation, liquidation of assets.</li> <li>_ Making periodic inventory of assets and tools.</li> <li>_ Filling in accounting vouchers and documents.</li> </ul> <p><b>3. Other tasks as requested by the Chief Accountant.</b></p>
<b>Knowledge, Skills and Experience</b>	<ol style="list-style-type: none"> <li>1. Accounting or auditing experience at least 01 years.</li> <li>2. Finance/Accounting/Auditing in University Degree.</li> <li>3. Understand Vietnamese laws on accounting and tax policies.</li> <li>4. Carefully, honest and good attention to details with high responsibility.</li> <li>5. Able to work under pressure and independently.</li> <li>6. Good time management, work organization and teamwork skills.</li> <li>7. Good use of accounting software.</li> <li>8. Good communication in English.</li> <li>9. Chief Accountant certificate is preferred.</li> </ol>
<b>Email address for application</b>	<a href="mailto:recruitment_vn@shinhan.com">recruitment_vn@shinhan.com</a>
<b>Closing date</b>	<b>30/12/2019</b>