



# JOB DESCRIPTION

<b>Position</b>	<b>Finance Staff</b>
<b>Level</b>	Senior
<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. Treasury</b></p> <ul style="list-style-type: none"> <li>_ Making cash flow forecast and controlling capital for business investment activities.</li> <li>_ Coordinating with investment banking department to invest capital effectively.</li> <li>_ Implementing capital management to make term savings at banks.</li> <li>_ Preparing documents for loan, disbursement and repayment.</li> <li>_ Making payment order transfer to invest capital activities.</li> <li>_ Participating in the evaluation of the Company's investments.</li> <li>_ Controlling investment after capital business.</li> <li>_ Revaluation of periodic investments.</li> </ul> <p><b>2. General accounting</b></p> <ul style="list-style-type: none"> <li>_ Checking the trial balance of all accounts.</li> <li>_ Preparing financial statements, financial safety ratios.</li> <li>_ Making tax reports and finalization tax.</li> <li>_ Preparing reports in accordance with the law or internal regulations.</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. Experience in fund management &amp; general accounting at least 03 years.</li> <li>2. Finance/Banking/Accounting in University Degree.</li> <li>3. Understand Vietnamese laws on investment policies in securities company.</li> <li>4. Understand Vietnamese laws on tax policies and accounting in securities company are preferred.</li> <li>5. Carefully, honest and good attention to details with high responsibility.</li> <li>6. Able to work under pressure and independently.</li> <li>7. Good time management, work organization and teamwork skills.</li> <li>8. Good communication in English.</li> <li>9. Securities certificate/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>