|  |  |
| --- | --- |
| **Position:** | Accounting Intern |
| **Department:** | Finance, Legal, Admin |
| **Direct Report to:** | Accountant/ Senior Accountant |
| **Subordinate:** | N/A |
| **Job Description:** | * Take care of daily accounting matters
* Reconcile data from Operation & Maintenance Department with Monitoring system/EVN system; prepare output invoices and update file for AR tracking.
* Coordinate with Clients for invoices if needed & Preparing VAT invoice to clients.
* Prepare and follow up payments of company and project activities.
* Prepare counterparty FS in template

**\*Other tasks as assigned by superior.** |
| **Qualification:** | Education: 4th year student or Bachelor’s degree in Accounting/Finance |
| Experience* Working experience in a similar position or in performing similar tasks in a multinational company is a plus.
 |
| Skills & Knowledge* Good knowledge of Accounting Standards and Vietnamese Tax
* Reasonable reading, writing and speaking skills in both English and Vietnamese
* Understanding of how to complete monthly tax declarations such as VAT, PIT, FCT
* Ability to exercise flexibility, initiative, good judgment and discretion
* Attention to details, accuracy, ability to meet tight deadlines for regular or on demand assignments
* Good in Excel
 |
| **Expectation during Working** | 1. Understand company structure
2. Fluent in updating payment, issue revenue invoice
3. Willing to handle tasks assigned by superior
 |