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| **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 |