



PR/095856 | Finance, Assistant Manager

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1599153

Industry

Business Consulting

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 11:02

General Requirements

Minimum Experience Level

Over 6 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company and Job Overview

JAC's client, a global mobility service firm, is looking for a Finance, Assistant Manager position.
Location: Ho Chi Minh City

Job Responsibilities

Reporting to Regional CFO, the Finance Assistant Manager will be responsible for the overall financial management of Vietnam operations. This includes ensuring effective strategic and operational financial planning, monitoring, and reporting, in compliance with Group policies and Vietnam statutory and regulatory requirements.

Financial Operations & Controls

- Review and approve all payments prior to bank signatory authorization

- Oversee and approve monthly financial transactions in the accounting system (AP, AR, cash applications, accruals, payroll, taxes, etc.)
- Manage intercompany transactions and reconciliations
- Ensure accurate and timely month-end closing in line with the firm's closing calendar
- Prepare monthly financial statements (P&L and balance sheet) on both cash and accrual basis
- Conduct monthly P&L variance analysis and balance sheet reconciliations
- Perform reconciliation between cash book and accrual book

Taxation & Compliance

- Oversee monthly tax filings and ensure compliance with Vietnam tax regulations (VAT, CIT, PIT, etc.)
- Ensure compliance with Vietnam Accounting Standards (VAS) and familiarity with US GAAP reporting requirements
- Liaise with tax authorities and external advisors where necessary

Payroll & Cash Flow Management

- Manage monthly payroll processing in coordination with payroll vendors
- Monitor and manage cash flow, including preparation of cash flow forecasts
- Coordinate funding requirements with headquarters

Accounts Receivable & Billing

- Review client invoices before issuance
- Monitor and drive collection of receivables, following up on overdue invoices

Audit & Reporting

- Lead annual financial audits and ensure timely resolution of audit queries
- Oversee year-end closing and submission of statutory reports

Planning & Business Support

- Prepare annual budgets and periodic forecasts to support business growth
- Partner with business leaders to provide financial insights and support decision-making
- Support business expansion initiatives from a finance perspective

Process Improvement & Team Management

- Continuously improve financial policies, procedures, and systems to ensure accuracy, transparency, and compliance
- Supervise and develop finance team members, focusing on performance, development, and retention
- Implement best practices aligned with global standards

Job Requirements

- Bachelor's degree in finance, Accounting, or related field
- Strong knowledge of Vietnam Accounting Standards (VAS) and working knowledge of US GAAP
- Minimum 5-7 years of relevant finance/accounting experience
- Experience working in a multinational or global organization preferred
- Hands-on experience with Vietnam tax regulations and filings
- Strong analytical, problem-solving, and decision-making skills
- Strong client service mindset and business partnering ability

- Proficiency in ERP accounting systems and Microsoft Office (Excel, Word, PowerPoint)
- Strong command of English (written and spoken), with excellent communication and interpersonal skills
- Ability to liaise professionally with external government agencies, vendors, clients, and internal stakeholders
- Ability to handle confidential information with discretion
- Strong sense of responsibility, accountability and works well both independently as well as in a team
- Proficiency in Microsoft applications including Word and Excel

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Company Description