



PR/096054 | Senior Accounting Service Manager

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1603089

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

August 18th, 2026 12:00

General Requirements

Minimum Experience Level

Over 10 years

Career Level

Mid Career

Minimum English Level

Business Level

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 professional services firm, is seeking for a Senior Accounting Service Manager position

Location: Ho Chi Minh City

Job Responsibilities

1. Service Delivery & Technical Management

- Take overall responsibility for the quality, timeliness, and effectiveness of accounting and tax services provided to clients.
- Ensure the accurate and timely preparation and submission of financial statements, tax reports, management reports, and other compliance-related documents in accordance with applicable regulations and client commitments.
- Review issues arising during service delivery, assess risks, identify root causes, and propose appropriate solutions.
- Establish and standardize technical approaches and professional practices across engagements while coordinating

effectively with internal teams.

- Support and guide Managers in handling complex accounting and tax matters.

2. Client Relationship & Business Management

- Maintain and develop strong relationships with clients to ensure high levels of satisfaction and service quality.
- Manage service contracts, resource allocation, and departmental productivity effectively.
- Be accountable for achieving business targets, including Revenue, Gross Profit (GP), and Operating Profit (OP).
- Collaborate with the Board of Directors (BOD) in planning, budgeting, and implementing operational improvement initiatives.

3. People Management & Development

- Lead, mentor, and develop Managers, Senior Consultants, Consultants, and Junior Consultants.
- Set performance objectives, conduct evaluations, and support employees' career development.
- Build succession plans and strengthen the leadership and technical capabilities of management-level staff.
- Allocate resources efficiently, resolve performance issues and workplace conflicts, and maintain team stability and engagement.

4. Training & Capability Development

- Stay updated on changes in accounting, taxation, and relevant legal regulations.
- Develop professional training plans for the Ho Chi Minh City office and coordinate with the Hanoi team to establish company-wide training programs and share practical case studies.
- Promote a culture of continuous learning and knowledge sharing within the department.

5. Collaboration & Process Improvement

- Represent the Accounting Team in collaborating with other departments to align working principles and operational procedures.
- Propose and implement process improvements to enhance service quality and operational efficiency.
- Participate in developing, standardizing, and strengthening professional procedures and risk control mechanisms throughout service delivery.

6. Strategic Development

- Recommend solutions to improve service quality and the company's competitive advantage.
- Monitor market trends, regulatory developments in accounting and taxation, and evolving client needs.
- Participate in professional seminars and industry forums; propose ideas for service enhancement, process optimization, and talent development.

Support the Board of Directors in formulating and implementing accounting service development strategies.

Job Requirements

- Bachelor's degree in Accounting, Auditing, Finance, or a related discipline.
- Minimum of 10 years of experience in accounting and taxation, including at least 5 years in a management role.
- Proven experience in managing accounting outsourcing services.
- Strong knowledge of Vietnamese accounting, taxation, and corporate regulations.
- Excellent leadership, people management, coaching, and client relationship management skills.
- Good command of spoken and written English.
- Professional certifications such as Vietnam CPA (mandatory), ACCA, CPTA, or equivalent are preferred.
- Strategic mindset, proactive attitude, high sense of responsibility, and the ability to perform effectively under pressure

Interested applicants, click APPLY NOW
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Company Description