



PR/096111 | [Hanoi] Assistant Manager

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1605652

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

September 1st, 2026 14:00

General Requirements

Minimum Experience Level

Over 3 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 Overview

Location: Hanoi City, Vietnam

A well-established international consulting firm providing professional services in accounting, taxation, and business advisory to foreign-invested and local enterprises.

Job Responsibilities

- Deliver practical accounting and tax advisory solutions to clients, ensuring compliance with Vietnamese regulations.
- Manage accounting and tax service engagements for a portfolio of corporate clients.
- Review financial statements and related accounting reports to ensure accuracy and regulatory compliance.
- Guide clients in preparing and submitting indirect and direct tax declarations, including relevant statutory filings.

- Support clients during tax audits, inspections, tax refund procedures, and other interactions with authorities.
- Lead, mentor, and develop team members while maintaining service quality and operational efficiency.
- Contribute to technical publications, client communications, and knowledge-sharing initiatives related to accounting and taxation.

Job Requirements

- Bachelor's degree in Accounting, Finance, Auditing, or a related discipline.
- Above 4 years of hands-on experience in accounting, taxation, audit, or consulting services.
- Prior experience supervising, coaching, or developing team members is highly desirable.
- Strong client-facing and problem-solving capabilities with a consultative approach.
- Proficient use of AI tools and digital technologies to improve work efficiency and service delivery.
- Excellent communication skills and ability to manage multiple priorities in a fast-paced environment.
- Professional English communication skills, both written and verbal.

Benefits

- Attractive salary package commensurate with experience and qualifications.
- Performance-based bonuses
- Additional responsibility allowance for managerial duties.
- Annual salary review based on individual contribution and performance.
- Comprehensive social insurance coverage
- Premium healthcare and accident insurance programs.
- Financial support for professional qualifications, certification courses, and examination fees.
- Language certification allowance and other supplementary benefits.

Due to the volume of applications, only shortlisted candidates will be contacted. Thank you for your interest.
#LI-JACVN

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Company Description