



## PR/096360 | Payroll & Insurance Accountant

### Job Information

**Recruiter**

JAC Recruitment Vietnam Co., Ltd

**Job ID**

1619248

**Industry**

Other (Manufacturing)

**Job Type**

Permanent Full-time

**Location**

Vietnam

**Salary**

Negotiable, based on experience

**Refreshed**

October 27th, 2026 10:18

### General Requirements

**Minimum Experience Level**

Over 3 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

We are looking for a Payroll & Insurance Accountant with 3–4 years of experience to join our international company in Vietnam. This role focuses on accurate payroll and SHUI (Social, Health & Unemployment Insurance) and requires English communication with foreign managers.

### Responsibilities

- Process monthly payroll (salary, bonus, allowance) accurately and on time.
- Handle SHUI procedures: registration, claims, and monthly reports.
- Ensure compliance with Vietnam Labor Law, PIT, and insurance regulations.
- Prepare payroll and labor reports in English for foreign management.
- (Preferred) Support basic tax matters related to import activities

### Requirements

- Bachelor's degree in Accounting, or related field
- Over 3–4 years of experience in Payroll, C&B, or Accounting
- Mandatory: Experience in an FDI or multinational company

- Good knowledge of Labor Law, PIT, and insurance regulations
- English: Good working proficiency
- Able to start work immediately or within a short notice period

### About the company

Our client is a Japanese technology company. The company operates in Vietnam as a development and business hub, supporting both local and regional operations.

#LI-JACVN

**Notice:** By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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