



PR/095856 | Finance, Assistant Manager

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1599153

業種

ビジネスコンサルティング

雇用形態

正社員

勤務地

シンガポール

給与

経験考慮の上、応相談

更新日

2026年07月12日 04:00

応募必要条件

職務経験

6年以上

キャリアレベル

中途経験者レベル

英語レベル

流暢

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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

#LI-JACVN

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会社説明