UNIS HANOI - POSITION DESCRIPTION

Division: Business Office
Position: Senior Accountant (One-year contract – Non-renewable)
Reports to: Financial Controller
Working term: November 2026 – October 2027

DUTIES AND RESPONSIBILITIES

AP

- Working in the AP team to review daily payment request & Process daily invoice posting and bank payment weekly to ensure compliance & accurate & timely;
- Accounting for fixed assets & fixed assets management to ensure proper supporting documentation & good controls on existence.
- Responsible for interest and debt booking & analysis
- Periodically review outstanding payables, and work with the Procurement team to manage and clear long-outstanding advances to suppliers.
- Maintain copies of vouchers, invoices or correspondence for files in order;

Reporting

- Responsible for Month-end & year end closing books, preparing PL, BS and cash flows and analyzing financial information to ensure accuracy & completeness, including journal entries, cost allocations/amortization, accruals, inventory reconciliation.
- Preparation or support for annual financial statements, monthly management reports, and other financial reports required by management.
- Perform interfund reconciliations, where applicable, and ensure transactions are properly recorded and supported.

Others

- Working closely & maintaining good communication with other departments for payment process, accrual process & other processes.
- Support in Liaise with external parties such as banks, insurer, auditors, regulators (when required)
- Check the financial data prior to the audit, review the audited report, and coordinate with the auditors to ensure the report is issued on time.
- Assist on other duties as required.

POSITION REQUIREMENTS

Education/Qualifications

- Bachelor's degree in Finance or Accounting.
- A professional accounting qualification (e.g., ACCA, CPA, or CIMA) is highly desirable.

Experience

- At least 2-year experience in a similar role, preferably in international/multinational organizations.

Key competencies

- Good understanding of analysis techniques, Vietnamese accounting, business laws and best business practices
- Strong ability to consolidate, analyze, and reconcile financial data accurately and effectively
- High level of proficiency in MS Excel & MS Office as whole
- Extensive experience with ERP accounting systems
- Strong oral and written English skill
- Customer services skills