

# RECRUITMENT OF INTERNAL ACCOUNTANT STAFF

<b>Department</b>	Financial accountant
<b>Title</b>	Staff
<b>Job description</b>	<ul style="list-style-type: none"><li>v Check internal receipts and expenditure documents, write cash receipts and payment orders.</li><li>v Prepare internal financial statements and financial statements for tax authorities, monthly tax reports.</li><li>v Balance the revenue and expenditure plan of the enterprise, reasonably allocate monthly expenses.</li><li>v Performing operations with health insurance – social insurance.</li><li>v Manage accounting books, store accounting data.</li><li>v Manage the company's contracts, follow up and complete valid payment records.</li><li>v Payroll and manage employee records.</li><li>v Perform duties as assigned by Chief Accountant.</li></ul>
<b>Requirements of the position</b>	<ul style="list-style-type: none"><li>v Graduated from College or University majoring in Accounting.</li><li>v Age 25 – 29, have at least 1 – 2 years of experience in the same position.</li><li>v Ability to use Excel and English well in the working process.</li><li>v Ability to coordinate and organize work in a reasonable manner.</li><li>v Ability to work under pressure.</li><li>v Polite and friendly with colleagues.</li><li>v Working hours: 8:30am – 06:00pm, Monday to Friday.</li></ul>

**Benefits**

- v Attractive income, commensurate with capacity, bonus according to work performance.
- v Opportunities for regular professional improvement training. Provided with modern equipment necessary to improve working efficiency.
- v Fully enjoy social insurance, health insurance, and other benefits under the provisions of the Labor Law and the Company's remuneration regimes.
- v Working in a dynamic, efficient environment with many exciting cultural activities that care about the spiritual life of employees.

**Ways of applying**

Please send an email with the subject “[IMPACT] – [ACCOUNTANT] – [APPLICANT’S FULL NAME]” to [ha.px@impact.com.vn](mailto:ha.px@impact.com.vn) (Mr. Ha) to apply.

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