



The British International School Ho Chi Minh City

JOB TITLE	Senior Accountant
REPORTING TO	Chief Accountant
KEY RESULT AREA	DETAILS
General responsibilities	<ul style="list-style-type: none"> • Control and maintain full set of accounting system including Accounts Receivable, Accounts Payable, Fixed Assets, Monthly P&L and Balance Sheet Statement, Cash book and General Ledger; • Check monthly payroll for approval of CEO and General Director; • Control operational and capital expenditures making sure those expenditures are within approved budgets (as applicable) and do analysis for any variance. • Prepare monthly Personal Income Tax, Withholding Tax and other Statutory Financial reports and CIT and ensure all the required tax reports are submitted on time; • Ensure proper and accurate accounts reconciliation on a monthly basis; • Review summarize and analyse collection report; • Prepare annual budgets, Quarterly forecasts and Monthly Management Reports; • Supervise posting of all transactions related to fixed assets in the subsidiary ledger with record maintained by every department/unit. • Check and verify Payment vouchers for approval of General Director/CEO; • Analyse income and expenditure, Monthly financial statements consolidation and Management report; • Approve all recordings in the subsidiary ledgers for operational accounts; • Check all postings in the general ledger and prepare the Trial Balance; • Consolidate the Vietnamese Accounts including P&L and Balance Sheets; • Prepare, coordinate and complete all audit requirements, be responsible for external auditors; • Manage, plan and control Cash Flows, including placements of excess funds into better interest-yielding term deposits; • Review tuition fee and revenue allocation per individual student. • Liaise with auditor and local authorities for tax audit and any kind of audit. • General set up on ERP system • Perform other duties given by Chief Accountant.
Requirements	<ul style="list-style-type: none"> ▪ Bachelor's degree in Finance/Accounting. CA or MBA in Accounting/Finance is an advantage; ▪ At least 3 years at the same position in a large organization ▪ Excellent Microsoft office skills ▪ Good knowledge of ERP system ▪ Able to work with minimal direction ▪ Excellent written and verbal communication skills ▪ Familiar with Vietnamese Law and Regulations ▪ Good command of English