

Chief Accountant

Location: Thanh Xuan, Hanoi

Working hours: Mon - Fri/ Morning Sat work from home

Industrial: Trading/ Machinery

Key Responsibilities:

1. Full-scope accounting

1.1 Responsible for the daily accounting of subsidiaries: expense review and payment, purchase/sales invoice review, asset ledger maintenance, etc.

1.2 Independently complete monthly and annual closing tasks to ensure accounting accuracy and timeliness.

1.3 Maintain the general ledger and clearing accounts receivable/payable modules to ensure accounting vouchers are complete and compliant.

2. Financial Reporting and Operational Management.

2.1 Prepare financial statements for the legal entity (income statement/balance sheet/cash flow statement);

2.2 Execute accounts receivable tracking, overdue accounts collection, and customer reconciliation;

2.3 Monitor accounts payable cycles and manage supplier payment processes.

3. Financial Management and Support

3.1 Assist in preparing annual budgets, monitor budget execution, and analyze variances;

3.2 Manage weekly cash flow plans to ensure safe and efficient operational funding;

3.3 Participate in financial operations analysis and provide cost control and process optimisation recommendations.

3.4 Coordinate with LGHQ finance department to submit finance data of LiuGong Vietnam.

3.5 Coordinate with LiuGong Vietnam risk control department for finance statement review of dealers/Customers.

3.6 Other works relevant to LiuGong Vietnam finance.

4. Tax Compliance and Internal Controls

4.1 Ensure the company complies with Vietnamese tax regulations, accurately calculate and report all taxes (VAT, CIT, etc.) excepting PIT.

4.2 Assist in completing internal and external audits and enforce group internal control compliance requirements

4.3 Timely track changes in Vietnamese tax policies and assess their impact on the company's business.

Requirements:

- At least 5 years experience in chief accountant and have Certificate of Accounting Practice
- Chinese (priority) or English fluent.
- Knowledge with SAP/ Oracle, Excel & Data Analyst

Contacts:

tin.phan@elitez.asia or 094 9115402