



## Position Job Description

### **Accountant, Kenan Vietnam Program**

The Kenan, a leading not-for-profit development organization headquartered in Bangkok, Thailand that conducts a wide range of economic and social development activities in Southeast Asia (see [www.kenan-asia.org](http://www.kenan-asia.org)), is seeking a qualified candidate for the position of accountant to manage day to day financial and accounting operations for our program in Vietnam.

The Accountant will be based in Hanoi and will travel to the project fields to support the Hanoi Office in monitoring the project implementation and managing the project stakeholders.

The successful candidate will be a self-starter, able to work with limited oversight in a multicultural environment. He/she will have a passion for development with a strong desire to succeed in business development. The ability to multi-task, meet client demands and deadlines, as well as prioritize among competing priorities are also essential skills for the successful candidate.

#### **Overall responsibility:**

- The accountant will be assisting the Vietnam Office with the setting up of the accounting system, which is in line with the Vietnamese government regulations, donors' requirement and Kenan policies. Also, s/he will prepare, record, examine, and analyze accounting records, transactions, support documents of internal and external payments, receipts & invoices. S/he will take care of the tax and insurance for the office.

#### **Key Responsibilities:**

- Develop and ensure an accounting system running in a good manner in line with Kenan regulations, donor and Vietnamese government requirements
- Conduct the accounting tasks
- Manage advance payments and reimbursements given to/received by the staff.
- Perform jobs related to and ensure the Vietnamese Personal Income Tax (PIT), insurance and allowances payments for the Vietnam Program.

#### **Desired Qualifications:**

- Minimum Bachelor Degree of Finance, Accounting or related fields
- Strong background of accounting principle is preferable.
- At least 3 years of direct work experience in accounting, preferred on project-based working environment and in the NGO circle.
- Ability to work with a minimum supervision, exercise judgment, meet deadlines and work under pressure.
- Fluency in English.

**Process:** Submit cover letters and CVs to the Human Resources Department at [recruitment@kenan-asia.org](mailto:recruitment@kenan-asia.org) before 15 April 2015.