



INTERNSHIP FOR STUDENTS

FACULTY OF ACCOUNTING - AUDITING

1. POSITION: **Accountant Coordinator**

2. CANDIDATES: Students of Faculty of Accounting – Auditing

3. APPLICATION DEADLINE: Please send you CV to our HR dpt. before 31st Dec 2019

4. CONTACT INFORMATION:

(HR DEPARTMENT)

Phone: 0251 3 514 103/ Email: **hr.vn@torrecid.com** / **torrecidvn@gmail.com**

(MS. ANN)

Cellphone: 0933 705 118 / **Email: Ann.vn@torrecid.com** / www.torrecid.com

5. JOB DESCRIPTION:

- Managing all accounting operations based on accounting principle
- Prepare budget and financial forecasts
- Publish financial statements in time
- Conduct month-end and year-end close process
- Compute taxes and prepare tax returns, balance sheet, profit/loss statement etc
- Audit financial transactions and document accounting control procedures
- Keep information confidential and secure them with random database backups
- Keep up with financial policies, regulation and legislation
- All task related to working with banks

6. JOB REQUIREMENTS

- Education Background about Accounting, Finance, Auditing, Banking..
- Ethic and responsibility in working
- Able to work under high pressure and deadline
- Ability to express opinion/ presentation skill
- Good communication, good behavior in communication
- Know how to set target and execute the action plan
- Analysing mind and consulting
- Able to update and apply regulations in Accounting job

7. TORRECID POLICY:

Student interns are entitled to the regimes the following:

- Be trained and practice in tasks related to Accounting.
- Co-operate with partners in Europe and Asian; develop English communication.
- Have long –term career opportunities in multinational company after graduation.
- Work in dynamic, active, passionate and professional environment.
- Saturday and Sunday weekend holiday.
- Allowances: renting room, internship transport allowance, lunch allowance.

TORRECID Group was established in 1963 in Alcora Spain. We are a globalized leading company manufacturing ceramic frits, glazes and stains, with fifty experience and reputation. As a notable leader, we provide our clients with not only top quality products but also various facilities. We are the most popular supplier in Spain and in other countries as well. We have steadily expanded around the world, such as setting up subsidiaries in Spain, Italy, Portugal, Brazil, Indonesia, China, etc. Our group’s mission is to achieve and consolidate a worldwide leadership in innovation of product, process and service, in order to provide our customers the best competitive advantages.

More than 55 years working experience, we are not only proud of our outstanding achievement and expanding, but also our Human Resource policy. It was a new way of selecting, training and promoting young people, without experience, but people who believe in the project and willing to fight for it.

We have stable and long term cooperating customers in Vietnam and we offer the permanent job opportunity.

Our address in Vietnam:

Head office:

Long Thanh IZ, Long Thanh District, Dong Nai Province

Phone: 02513 514 103

Fax: 02513 514 107

Vinh Phuc branch:

47 Hai Ba Trung street, Phuc Yen city, Binh Phuc Province