

[WTS TAX VIETNAM CO, Ltd.](#) is a member of WTS GLOBAL. [WTS Global](#) is a leading independent tax network. In the field of tax advice, WTS Global is No. 1 after the big 4 in terms of revenue.

In close cooperation with [Rosemont Vietnam Co., Ltd.](#) and [Grünkorn & Partner Law Co., Ltd.](#) We are specialized in consulting foreign companies with respect to their investment and business in Vietnam.

We are currently looking for a

Accounting Assistant

having a flexible and well-organized mind. If you are committed to working with excellence, active teamwork and understand working result oriented, we would be happy to receive your application. If you are interested in joining our team, you should meet at least the following qualifications:

- Bachelor's degree in Accounting, Finance, Auditing;
- Approximate 01 year of experience;
- Good English skills;
- Good internal and external communication;
- Ability to work under pressure and to keep timelines;
- Team oriented mindset and ability to cooperate within the team;
- Ability to present, defend and discuss differing opinions on professional matters;
- Desire to develop own skills and to gain experience;
- Experience in accounting field is appreciated, but not a condition.

The Accounting Assistant in this position supports Accountants, Senior Accountants, Tax Advisors of WTS Vietnam and Lawyers of Grünkorn & Partner Law on internal and external accounting. The tasks include but are not limited to:

ACCOUNTING OF OWN COMPANIES

- Provide full accounting and tax declarations of own company and companies managed by us;
- Provide handling of Social Security and Labor Management of own company and companies managed by us;
- Administrative issues.

ACCOUNTING FOR CLIENTS

- Provide full accounting and tax declarations;
- Provide handling of Social Security and Labor Management;
- Provide group reporting by linking VAS accounting to group requirements;
- Provide payroll service, PIT declaration;
- Provide calculation of Foreign Contractor Withholding Tax;
- Administrative issues.

ADVICE

- Giving advice on specific matters of taxation and accounting;
- Cooperating with legal team on writing general information for clients on taxation and accounting.

DETAILED TASKS ON ACCOUNTING AND TAXATIONS, including but not limited to:

❖ CASH AND BANK ACCOUNTS:

- Collecting receipts and invoices from admin, then preparing the petty cash report;

- Making the schedule of payment via bank account monthly;
 - Releasing the payment via bank account;
 - Updating, controlling AP;
 - Recording accounting books.
- ❖ **INVOICES ISSUING:**
- Checking all matters involved with issuing invoices (agreement, tax rate, etc.);
 - Preparing Debit Notes/Invoices to the Company's clients;
 - Updating, controlling AR;
 - Recording accounting books.
- ❖ **TAX DECLARATIONS, SOCIAL SECURITY:**
- Preparing all data for tax declarations;
 - Supporting communication with the tax authorities, esp. regarding tax refund cases;
 - Handling of all procedures of Social Security.
- ❖ **ACCOUNTING ADMIN TASKS:**
- Liaising with tax authorities;
 - Handling of all administrative tax procedures;
 - Dealing with other third parties;
 - Searching information on accounting and tax matters.
- ❖ **OTHER TASKS:**
- Other tasks may be assigned from time to time according to the needs of producing good results in the team.

WTS Vietnam offers you a great opportunity to develop personally and professionally in a dynamic, international environment.

We are happy to receive your application with your detailed and specific explanation why you are interested in this job.

Please feel free to mention your expected salary and make sure to include copies of your certificates and send your full application to: recruitmentwts@wtsgplaw.com