



## VACANCY NOTICE

**MSIG Insurance (Vietnam) Company Limited (“MSIG Vietnam”)** is a part of the Mitsui Sumitomo Insurance Co., Ltd. network in Japan and a member of MS&AD Insurance Group.

MS & AD Insurance Group was established in April 2010 following the alliance of Mitsui Sumitomo Insurance Group, Aioi Insurance Company and Nissay Dowa General Insurance Company, MS&AD Insurance Group is one of the largest general insurers in the world, with presence in over 41 markets globally, 16 of which are in Asia. Based in Japan, MS&AD Insurance Group is active in five business domains, namely domestic Japanese general insurance, life insurance, non-life insurance, financial services and risk-related services.

MSIG Vietnam with 100% foreign wholly owned company is the first Japanese General Insurer in Vietnam with Head Quarter in Hanoi, Branch in Ho Chi Minh City, and Representative Offices in Hai Phong City, Da Nang City, Hung Yen Province and Vinh Phuc Province.

We help consumers and businesses cope with risks to protect what they care about. We support individuals, communities and society to get back on their feet and minimize disruption to their daily lives during unforeseen circumstances. We offer a wide range of non-life insurance products to both enterprises and individuals, including property, marine cargo, liability, engineering, and other classes of casualty business in the commercial insurance line, and home and contents, motor, personal accident and travel in the personal insurance offerings. From individual customers to commercial businesses, the range of insurance products, solutions and services are flexible in responding to challenges from evolving market conditions.

**MSIG Vietnam** is seeking to recruit a well-qualified Vietnamese citizen with competitive compensation and benefits for opening position:

### **(Senior) Executive (7-month contract) / Accounting and Finance Division**

Contract Status: Temporary

Report to: Manager

Location: Ho Chi Minh City

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
<p><b>KEY TASKS:</b></p> <p><b>1. E-invoice management:</b></p> <ul style="list-style-type: none"> <li>- Issuing Value-Added-Tax (VAT) invoices to clients, ensure the accuracy &amp; timeliness of invoices issued.</li> <li>- Follow up VAT refund and adjustment minutes.</li> <li>- Cooperate effectively with Marketing staff in collecting VAT invoice cancelled/VAT invoice adjustment/cancellation minutes.</li> <li>- Maintain records of VAT invoices issued for VAT out declaration.</li> <li>- Actively provide valid advice on tax related matters to internal and external clients under support and supervision from higher level.</li> <li>- Manage own account to log in e-invoice system.</li> <li>- Proactively work with e-invoice service suppliers to solve any issues incurred.</li> <li>- Actively join and contribute to e-invoice project (if any) to improve the company’s invoice system.</li> </ul> <p><b>2. Tax declaration and tax returns</b></p> <ul style="list-style-type: none"> <li>- Preparing HCM VAT reconciliation and returns in accuracy and timely manner as per required by company procedures and tax regulations.</li> <li>- Ensure HCM VAT liability is accurate and timely paid.</li> <li>- Work closely with team members to timely update any changes in tax regulations.</li> </ul>	<p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• University Graduation in Accounting or Finance</li> <li>• Professional certificate in Accounting or Finance is preferred</li> <li>• English fluency</li> </ul> <p><b>EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>- At least 2 years of experience in accounting position.</li> </ul> <p><b>SKILLS/KNOWLEDGE:</b></p> <ul style="list-style-type: none"> <li>• Have good understanding of accounting practices</li> <li>• Have good understanding of tax regulations, especially those applied to the insurance industry</li> <li>• Good communication skills</li> </ul>

<ul style="list-style-type: none"> <li>- Actively contribute innovative ideas to the tax reconciliation to pursue work efficiency.</li> </ul> <p><b>3. Manage intermediary accounts</b></p> <ul style="list-style-type: none"> <li>- Manage transactions of intermediary accounts (Brokers and Agents) in charge of timely preparation of Statement of account (SOA) for confirmation and signing.</li> <li>- Follow up premium collection from intermediary (if any) and ensure the timely payment to intermediary.</li> <li>- In charge of daily and month end bank reconciliation of bank accounts in charge.</li> <li>- Support in review and double check bank reconciliation of HCM accounts which is prepared by others.</li> </ul> <p><b>4. Claim payment management:</b></p> <ul style="list-style-type: none"> <li>- - Being responsible for the control of HCM claim bank remittance.</li> <li>- - In charge of preparing HCM claim bank payments within HCM payment limit, ensure its accuracy, timeliness. Any mistakes made by requesters will be identified, any suspicious fraud will be promptly detected and reported to higher levels.</li> <li>- - Actively contribute innovative ideas to improve the process of HCM claim payment for better efficiency.</li> </ul> <p><b>5. Other works as assigned by management.</b></p>	
---	--

Our company's package includes, but is not limited to, the benefits outlined below. Specific benefits will be provided in line with applicable company policies.

- Attractive and competitive remuneration package: attractive monthly salary Guaranteed Bonus, Short-Term Incentive Bonus, various types of allowances and subsidies (telecommunication allowance, pocket subsidy, special language subsidy, risk surveyor subsidy, hotline duty subsidy, clothes support subsidy, lunch support subsidy, transportation subsidy...) and long service award. Specific benefits will be provided based on applicable company policy
- Premium healthcare insurance package including health and accident insurance in addition to basic insurances regulated by the Labor Code to employees and their entitled families' members (depends on level of employees).
- Training opportunities sponsored by the Company (on-job-training, soft skills, professional knowledge and certificate (ANZIIF, CII, ACCA, Actuary...), technical exchange seminar...).
- Minimum of 15 annual leave days; Annual health check-up at high standard level.
- International and professional work environment with high ethic and compliant culture.
- Annual company summer vacation and parties with teambuilding activities and talented performances.
- Company's Top Management always communicates to all employees about Company's strategy, development plan and new opportunities for employees to reach higher performance.
- Employees are engaged and taken care by the company via various Trade Union activities.

Details of job description and selection requirements of this position are posted at [www.msig.com.vn](http://www.msig.com.vn)

**Starting date: As soon as possible**

Written application in English, stating why you are suitable for the post, together with full curriculum vitae should be sent by **25<sup>th</sup> March 2026** to Email: [recruit@vn.msig-asia.com](mailto:recruit@vn.msig-asia.com)

Attn.: Human Resource Department, **MSIG Vietnam, 10th Floor, Corner Stone Building, No. 16, Phan Chu Trinh Street, Cua Nam Ward, Hanoi, Vietnam**

\* Note: Only short-listed candidates will be contacted. Applications will not be returned.

Applications will be on first come first serve basis.

**MSIG is an equal opportunity employer.**