



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 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:

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

Contract Status: Temporary

Report to: Senior Executive

Location: Hochiminh City

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
<p>1. VAT invoice management</p> <ul style="list-style-type: none">- Manage the issuance of VAT invoices and its related minutes to ensure accuracy, timely manner and compliance with tax regulation.- Cooperation with Marketing staffs to monitor adjustment minutes/- Maintain timely reconciliation of invoices issued for accurate declaration.- Maintain updated client data for invoice issuance.- Actively raise ideas and make contribute to the enhancement of VAT invoice issuance to accelerate invoice issuance and directly from P400 system. <p>2. Tax declaration</p> <ul style="list-style-type: none">- Preparing HCM VAT tax returns & VAT related reports in accuracy and timely manner as per required by company procedures and tax regulations.- Preparing reconciliation of tax payable and declarations and ensure accurate & timely payment of tax liabilities.- Other tax related work <p>3. Manage intermediary accounts:</p> <ul style="list-style-type: none">- Prepare Statement of accounts for Brokers/Agents (HCM branch)	<p>QUALIFICATIONS:</p> <ul style="list-style-type: none">- University/College Graduation in Accounting or Finance- Professional certificate is preferable- English fluency <p>SKILLS/KNOWLEDGE:</p> <ul style="list-style-type: none">- Good understanding of accounting practices- Good understanding tax regulations especially in insurance industry- Good communication skills <p>EXPERIENCE:</p> <ul style="list-style-type: none">- At least 2 year experience in Accounting, tax is an advantage

<ul style="list-style-type: none"> - Confirmation of debtors with Brokers/Agents on the outstanding (OS) receivable/payable for collection/payment - Daily bank reconciliation of bank account in charge <p>4. Claim payment</p> <ul style="list-style-type: none"> - In charge of preparation of claim payments via bank (within HCM payment limit) and ensure its accuracy. <p>5. Support in tax management</p> <ul style="list-style-type: none"> - Giving tax advice in own scope of work under the line manager's supervision. - Consult with line manager to solve tax issues raised. <p>6. Other works as assigned by the division management</p>	
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Our company package includes but not limits to:

- 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.
- 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

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 **29th Jan 2024** to Email: recruit@vn.msig-asia.com

Attn.: Human Resource Department, **MSIG Vietnam, 10th Floor, Corner Stone Building, No. 16, Phan Chu Trinh Street, Phan Chu Trinh Ward, Hoan Kiem District, 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.