



## 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 / Accounting and Finance Division

Contract Status: Permanent

Report to: Manager

Location: Hanoi

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
<p><b>KEY OUTPUTS:</b></p> <p><b>1. Receivable/receipts:</b></p> <ul style="list-style-type: none"><li>- Manage receipt and debtor clearance of accounts in charge to ensure timely &amp; accurate receipt booking in the system.</li><li>- Manage refund payments of accounts in charge</li><li>- Manage and monitor bank transactions via reconciliation of accounts in charge.</li><li>- Responsible for debtor in charge</li></ul> <p><b>2. Payable/payments:</b></p> <ul style="list-style-type: none"><li>- Prepare statement of accounts with other parties as assigned</li><li>- Prepare payment/receipt according to the confirmation to/from partners and book payment/receipt accordingly in system.</li><li>- Make sure payments to those parties are valid, consistent, compliance with government and company rules and regulation</li></ul> <p><b>3. General Ledger (GL) management of own transactions</b></p> <ul style="list-style-type: none"><li>- Handle the booking GL transactions under assignment</li></ul>	<p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"><li>- University/College Graduation in Accounting</li><li>- Professional certificate is preferable</li><li>- English fluency</li></ul> <p><b>SKILLS/KNOWLEDGE:</b></p> <ul style="list-style-type: none"><li>- Understanding of tax and accounting practices.</li><li>- Good communication skills</li><li>- High technique of using Excel and any other Microsoft offices</li></ul>

<b>4. Other works:</b> <ul style="list-style-type: none"> <li>- Contribute to the month end/quarter end/year end closing</li> <li>- Contribute to the preparation of audit work</li> <li>- Contribute to the improvement of division's efficiency and control.</li> <li>- Other office works as assigned by managers and the company.</li> </ul>	<b>EXPERIENCE:</b> <ul style="list-style-type: none"> <li>- At least 02 years of experience in accounting works, experience in insurance is a plus but not a must</li> </ul>
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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](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 **29<sup>th</sup> December 2023** 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, 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.**