



## 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 and Hung Yen Province.

MSIG Vietnam will market a wide range of non-life insurance products to both enterprises and individuals, including property, marine cargo, motor and engineering.

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

### Senior Executive / Accounting Division

Contract Status: Permanent

Report to: Deputy Manager

Location: Hanoi

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
<p><b>PURPOSE:</b></p> <ul style="list-style-type: none"> <li>- Verify Account Receivable (AR) /Account Payable (AP) accounts and bank reconciliation</li> <li>- Control intermediary accounts &amp; Reinsurance management</li> <li>- Manage claim settling Agent</li> <li>- Control General Ledger (GL)</li> <li>- Credit control monitoring</li> <li>- Check and verify tax transactions and tax reports</li> </ul> <p><b>CONTEXT:</b></p> <ul style="list-style-type: none"> <li>- MSIG Vietnam</li> <li>- Achieve accounting section’s action plan.</li> </ul> <p><b>KEY OUTPUTS:</b></p> <ol style="list-style-type: none"> <li><b>1. Receipt management:</b> <ul style="list-style-type: none"> <li>- Checking and validating receipt and receipt related transactions</li> <li>- Control receipts</li> </ul> </li> <li><b>2. Manage debtors/creditors</b> <ul style="list-style-type: none"> <li>- Check and verify debtors/creditors.</li> <li>- Control trade debtor/creditor and trade receivable, reconciling details trade debtor and trade receivable with corresponding account in trial balance.</li> </ul> </li> <li><b>3. Credit control:</b> <ul style="list-style-type: none"> <li>- Monitor the implementation of the credit control guidelines.</li> <li>- Monthly debtor reconciliation and adjustment</li> <li>- Check and verify Credit control report for Credit Control Committee</li> </ul> </li> </ol>	<p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>- University 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>- Well understanding of international accounting practices and local accounting practices</li> <li>- Well understanding tax regulations especially in insurance industry</li> <li>- Good communication skills</li> </ul> <p><b>EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>- 4 to 7 year experience in Accounting works, experience in insurance is a plus but not a must</li> </ul>

<p><b>4. General Ledger (GL) booking:</b></p> <ul style="list-style-type: none"> <li>- Review &amp; Approve all GL transactions</li> <li>- Verify sub-ledger and general ledger reconciliation</li> <li>- Manage bank reconciliation</li> <li>- Control Trial balance accounts</li> </ul> <p><b>5. Tax reporting:</b></p> <ul style="list-style-type: none"> <li>- Check and review tax reports as assigned.</li> <li>- Ensure report quality as well reporting timeline.</li> <li>- Tax advices to others.</li> </ul> <p><b>6. Other works as assigned by managers</b></p>	<p><b>COMPETENCIES:</b></p> <ul style="list-style-type: none"> <li>• Applying Technical knowledge</li> <li>• Being Ethical and Compliant</li> <li>• Collaborative Relationships</li> <li>• Communicating with impact</li> <li>• Customer Focus</li> <li>• Developing Self, Direct reports and Others</li> <li>• Driving Results</li> <li>• Managing Execution</li> <li>• Problem Solving.</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 (telecommunication allowance, pocket allowance, special language allowance, risk surveyor duty allowance, hotline duty allowance...) 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 **10 October 2018** to Email: [recruit@vn.msig-asia.com](mailto:recruit@vn.msig-asia.com)

Attn.: Human Resources Division, **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.**