



## 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 opening position:

### **Executive (Investment) / Finance Planning and Risk Management Division**

Contract Status: Permanent

Report to: 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>- Maintain good cash management &amp; minimize idle cash</li><li>- Proper allocation of funds to Bank, Currency, Tenor</li><li>- Closely monitor liquidity status</li><li>- Well manage foreign exchange gain/loss</li></ul> <p><b>CONTEXT:</b></p> <ul style="list-style-type: none"><li>- MSIG Vietnam</li><li>- Achieve Finance &amp; Investment section’s action plans</li></ul> <p><b>DIMENSIONS:</b> n/a</p> <p><b>KEY OUTPUTS:</b></p> <p><b>1. Investment</b></p> <ul style="list-style-type: none"><li>- Prepare fixed deposit requests</li><li>- Timely update and control fixed deposit master list pursuant to the company’s regulations</li></ul>	<p><b>QUALIFICATIONS:</b></p> <ul style="list-style-type: none"><li>- University Graduation in Finance</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 the fixed income market as well as investment activities</li><li>- Well understanding the laws and regulations applied to investment</li></ul>

<ul style="list-style-type: none"> <li>- Timely and properly collect the fixed deposit contracts and other required documents from banks for filing</li> <li>- Prepare monthly/quarterly investment reports</li> <li>- Update credit risk profile on monthly basis</li> <li>- Frequently update bank information (Financial Statement, ratings, etc.) per company's procedures</li> </ul> <p><b>2. Cash Flow Management</b></p> <ul style="list-style-type: none"> <li>- Update, record and monitor bank balances daily</li> <li>- Prepare weekly/monthly cash flow reports and cash forecast reports</li> <li>- Timely and appropriately arrange funds for claim payments as well as for payments of operating activities at the optimal benefit to the company</li> </ul> <p><b>3. Administration of Banks' issues</b></p> <ul style="list-style-type: none"> <li>- Coordinate with the banks for the administration issues such as opening bank accounts, monitoring company's corporate credit cards</li> </ul> <p><b>4. Reporting</b></p> <ul style="list-style-type: none"> <li>- Prepare periodical and ad-hoc reports to authority as Insurance Supervisory Authority (MoF), State bank of Vietnam (SBV), Insurance Association of Vietnam (IAV) and etc.</li> <li>- Prepare periodical and ad-hoc reports as required</li> </ul> <p><b>5. Other works as assigned by supervisors</b></p> <p><b>RELATIONSHIPS:</b></p> <ul style="list-style-type: none"> <li>- MSIG VN's internal Div/ Dept</li> <li>- Customers</li> <li>- Bankers</li> </ul> <p><b>DECISION MAKING AUTHORITY:</b> Nil</p> <p><b>KEY PERFORMANCE INDICATORS:</b> to be discussed</p>	<p>activities of insurance companies</p> <ul style="list-style-type: none"> <li>- Good communication skills</li> <li>- Superior knowledge of Word, Excel and PowerPoint</li> <li>- Analytical skills</li> </ul> <p><b>EXPERIENCE:</b></p> <ul style="list-style-type: none"> <li>- At least 2-3 year experience in Finance works</li> <li>- Experience in financial report analysis is preferable.</li> </ul> <p><b>COMPETENCIES:</b></p> <ul style="list-style-type: none"> <li>• Applying Technical Knowledge</li> <li>• Being Ethical &amp; Compliant</li> <li>• Collaborative Relationships</li> <li>• Communicating with Impact</li> <li>• Customer Focus</li> <li>• Developing Self, Direct Reports &amp; 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, varippos 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 **30 June 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.**