



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 / Accounting Division

Contract Status: Permanent

Report to: Senior Executive

Location: Ho Chi Minh City

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
<p>PURPOSE:</p> <ul style="list-style-type: none"> - VAT invoice issuance - Tax returns preparation - Broker/Agent management <p>CONTEXT:</p> <ul style="list-style-type: none"> - MSIG Vietnam - Achieve accounting section’s action plan. <p>KEY OUTPUTS:</p> <ol style="list-style-type: none"> 1. Issue VAT invoice <ul style="list-style-type: none"> - Issuing VAT invoice to clients, ensure the accuracy & timely manner of invoices issued - Following up VAT refund and adjustment minute. - Cooperation with Marketing staffs in collecting VAT invoice cancelled/ VAT invoice adjustment/cancellation minute. - Daily updating Marketing division on VAT invoice issuance - Maintain records of VAT invoices issued for VAT out declaration preparation - Maintain Client Information in FAST system 2. Tax declaration 	<p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> • University Graduation in Accounting or Finance • Professional certificate is preferable • English fluency <p>SKILLS/KNOWLEDGE:</p> <ul style="list-style-type: none"> • Well understanding of accounting practices • Well understanding tax regulations especially in insurance industry • Good communication skills <p>EXPERIENCE:</p> <p>At least 1 year experience in Accounting works.</p>

<ul style="list-style-type: none"> - Preparing all tax returns (VAT, CIT, WHT...) in accuracy and timely manner as per required by company procedures and tax regulations except for VAT of HCM branch. - Making reconciliation of tax payable and declarations and ensure accurate & timely payment of tax liabilities. - Tax report online submission <p>3. Manage intermediary accounts (account receivable)</p> <ul style="list-style-type: none"> - Prepare Statement of account for Brokers/Agents for HCM branch - Making confirmation with brokers/agents on the month end balance and collecting premium, control trade debtor incurred with those parties. - Doing daily and monthly bank reconciliation for managed bank accounts - Checking daily bank reconciliation that is conducted by others <p>4. Claim payment preparation</p> <p>5. Other works as assigned by management</p> <p>RELATIONSHIPS:</p> <ul style="list-style-type: none"> 6. MSIG VN's internal Division/ Department 7. Bankers, Tax Department 	<p>COMPETENCIES:</p> <ul style="list-style-type: none"> ○ Applying Technical knowledge ○ Being Ethical and Compliant ○ Collaborative Relationships ○ Communicating with impact ○ Customer Focus ○ Developing Self, Direct reports and Others ○ Driving Results ○ Managing Execution ○ Problem Solving
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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 **10 May 2019** to Email: 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.