



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.

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:

Executive (Temporary) / Accounting Division

Contract Status: Temporary

Report to: Senior Executive

Location: Hanoi

Brief description of the duties and responsibilities:

NEED TO DO	NEED TO KNOW
<p>PURPOSE:</p> <ul style="list-style-type: none"> - Invoice issuance - Tax declaration and payment - Tax management - FA booking and management - GL booking of tax transactions <p>CONTEXT:</p> <ul style="list-style-type: none"> - MSIG Vietnam - Achieve accounting’s action plan. <p>KEY OUTPUTS:</p> <p>1. VAT invoice management</p> <ul style="list-style-type: none"> - Manage the issuance of VAT invoices and its related minutes to ensure the 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. <p>2. Tax declaration & payment</p> <ul style="list-style-type: none"> - Preparing VAT returns in accuracy and timely manner as per required by company procedures and tax regulations except for VAT of Ho Chi Minh Branch. - Preparing reconciliation of tax payable and declarations and ensure accurate & timely payment of tax liabilities. - Monitor all company’s tax online and offline submission & payment to ensure accuracy and compliance with the tax deadline. 	<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> <ul style="list-style-type: none"> • Experience and knowledge in accounting and tax is preferred.

<p>3. Tax General Ledger (GL) booking</p> <ul style="list-style-type: none"> - Create and manage GL for tax related transactions and tax payments - Manage the correct booking of all tax types. <p>4. Figure preparation to tax authority</p> <ul style="list-style-type: none"> - Prepare reconciliation of all tax incurred and payment with tax authority on regular basis. - Prepare WHT declaration and payment for overseas suppliers as required. <p>5. Other works as assigned by management</p> <p>RELATIONSHIPS:</p> <ol style="list-style-type: none"> 1. MSIG Vietnam's internal Division/ Department 2. Customers, bankers, Tax Authority... 	<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:

- International and professional work environment with high ethic and compliant culture.
- Premium healthcare insurance package including health and accident insurance in addition to basic insurances regulated by the Labor Code to employees;
- Attractive and competitive remuneration package, basic social insurance, medical insurance and unemployment insurance as regulated by the Labor Code, telecommunication allowance, free parking.
- Minimum of 15 annual leave days, menstrual leave for half an hour per day in 4 continuous days per month for female employees;
- Orientation training, on-job-training;
- Annual 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 December 2020** 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.