

## JOB DESCRIPTION

### Position: General Accountant

- Unit: Finance & Accounting
- Location: Ho Chi Minh City
- Report to: Head of Finance & Accounting

Established in 2003, GroupG Asia Pacific, headquartered in Singapore, is a group of companies committed to delivering comprehensive, sustainable, and cutting-edge specialty ingredient solutions across the food, cosmetic, pharmaceutical, feed & farm sectors. With over 20 years of industry experience, we are known as a reliable partner, collaborating with top manufacturers and providing consulting services worldwide and nationwide.

As we enter a new phase of growth and progress, our goal is to be ranked among the top 5 companies in Asia by 2030. In pursuit of this vision, we actively look for talented individuals to join our team. Together, we will lead our strategic initiatives, shaping the future trajectory of our company and establishing new benchmarks of excellence in our fields.

To find out more about GroupG Asia Pacific, please visit our website at <https://www.groupg.com.sg>. Join us as we pave the way for innovation and success in the years ahead!

### Key Responsibilities

- Ensure relevant departments comply with the set of accounting documents.
- Guide cashiers and sales staff to record sales and check goods.
- Calculate commissions received and payable for more than 10 sales employees; control receivables, payables, transactions with banks, and interactions with tax authorities.
- Follow up, record entries, and control all transactions in accounting software: revenues, expenses, depreciation, salaries, and capital.
- Budget control: Monitor revenues and expenses by comparing actuals with budget and forecast.
- Prepare tax and financial statement reports, and maintain the company's bookkeeping in a timely, accurate, and complete manner.
- Plan and control cash flow, and prepare management reports: revenues, costs, and profits
- Advise on tax optimization strategies and identify tax risks, ensuring all declarations comply with tax regulations and managing transactions with tax authorities and banks.
- Responsible for operational expenses budget planning and control through meetings with budget owners, consolidating data, and conducting detailed analysis.
- Process month-end, quarter-end, and year-end closing for local statutory audit and group reporting purposes.

- Reconcile accounts to the general ledger.
- Prepare bank and petty cash reconciliations and monitor cash at the bank and cash on hand.
- Handle monthly, quarterly, and annual closings.
- Reconcile accounts payable and receivable.
- Process payments (such as preparing payment vouchers and cheques, and reviewing supporting documents for payments) and receipts (preparing payment advice and VAT invoices, receipt vouchers, and reconciling receipts in bank statements with accounts receivable).
- Manage balance sheets and profit and loss statements.
- Report on the company's financial health and liquidity.
- Reinforce financial data confidentiality and conduct database backups when necessary.
- Perform any other assigned tasks by the Chief Accountant/COO/BOD.
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### Qualifications

- Bachelor's degree in Accounting and/or Finance.
- At least 2-3 years of experience in accounting at a multinational company.
- Excellent communication skills in Vietnamese and English.
- Demonstrated ability to work effectively as part of a team.
- Willingness to learn in a fast-paced working environment.
- Proficient in Excel and PowerPoint.

If you would like to apply for the job, send your resume and cover letter to **[pnc@groupg.com.sg](mailto:pnc@groupg.com.sg)**