

The Vietnam Consulting Group

Hanoi – Ho Chi Minh City – Mekong Delta

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FINANCIAL CONTROLLER

JOB DESCRIPTION:

The Vietnam Consulting Group is a fast growing company from merger and acquisition of smaller firms in the past five years. The result brings a few diversifying businesses operating under two business licenses. More partnerships might grow from the current operation when the time comes. The company has plan to equitize, go public and offer share to employees in a year time. The financial controller reports directly to the managing director, this person is responsible for the financial success of the company, supporting the board of directors to manage financial operations and control all the financial transactions and risks to help the company get ready for the public. Maintain personal technical skills and knowledge of latest financial accounting info and statutory developments, and improving capability to advice company management on short-term and long-term financial objectives, policies, structure and actions. Analyze the financial details of past, present, and expected operations in order to identify SWOT and propose where improvement is needed. Main duties are included, (but not limited to), as follows:

Management and advisory

- Monitor and analyse financial and accounting data to identify SWOT, focus on risks management
- Monitor of the value of the Company's assets, ensuring documented procedures, proper identification of assets, ownership control, regular physical checking; avoiding loss of assets and design best structure of debt and equity.
- Monitor the financial planning, budgeting, procurement, and investment of company for a whole.
- Manage costs including all corporate duties, identifies cost reduction and legally tax reduction opportunities.
- Manage all statutory financial accounting and internal control procedures / processes / activities

Coordination

- Coordinate internal/external audit processes
- Coordinate and monitor monthly/yearly closing processes
- Coordinate all activities related to financial & accounting processes including ICT
- Coordinate the financial planning, budgeting, procurement, or investment activities of company

Execution

- Performing the accounting activities in line with agreed standards and timetables, including developing and gaining approvals for them; in particular, accuracy, completeness and timeliness for the accounting results of the company, and transaction and document traceability. Using all info to design and apply the best financial structure for the firm
- Maintaining standard financial accounting systems and processes, including Billing, Accounts Payable, Accounts Receivable, Payroll, Fixed Assets, General Ledger, Cash Management and statutory requirements, etc.
- Responsible for financial reports – monthly, quarterly, annually, including statutory, tax accounts, and management reporting, in line with agreed timescales to identify issues relating to risks and SWOT.
 - o to collect data from other departments as per deadline
 - o to re-organize reporting system to be clear & updated
 - o to prepare and submit group financial statements to the BOD
 - o to report on status of financial and internal control and recommendation for best financial struture
 - o to make evaluation report on finance related fields & provide financial operation analysis & recommendation.

JOB REQUIREMENTS:

- University Degree, Finance & Accounting/ Business Administration
 - minimum two years working experience in audit, controlling or accounting or similar areas in a multi branches/multi products and services companies, international company, or group of companies
 - Excellent command of evaluation & analysis skills; analyzing costs & reports
 - Knowledge of Finance & Accounting regulations in Vietnam ; k nowledge of finance analysis, due diligence,
 - Good command of English and Computer to ensure accuracy, informative communication & reporting skills
 - Working under pressure, Time management, Independent working ability, Coordination, active listening
 - Good business ethics and respect confidentiality
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