

## JOB POSTING TEMPLATE

<b>Date:</b> <u>2021</u>	<b>Function:</b> <u>Finance and Accounting</u>
<b>Job title:</b> <u>Associate Manager, Accounting</u>	<b>Manager title:</b> <u>Senior Manager, System Reconciliation and Control</u>

### Job purpose

- Provide and checking accounting rules for new products or product enhancement and for issues related to products day 2, and processes of Accounting, Ops.
- Monitor the data uploading and data extract daily of the Accounting such as Concur, SL, Frontier, Sun to ensure the data uploaded timely and completely.
- Prepare adjustment entries related to system issues and import to Sun; check monthly charge back reports from other BUs and confirm interco balance with related BUs.
- GL admin role and other tasks assigned by line manager.

### Major accountabilities

- Provide and check accounting rules for new products or product enhancement and for issues related to products day 2, and processes of Accounting, Ops.

- Joining the meetings as timelines.
- Providing the accounting entries for the new products/product enhancement or system issues.
- Checking the Accounting entries when the OPs perform fixing for error policies or when UAT for the new products.
- Monthly meetings with IT & product team to prioritize the implementation of product' errors in the pending list.
- Create requests for IT to do and follow it.
- Test: create a test case to perform on Ingenium, check the test cases, confirm test results.

- Monitor the data uploading and data extract daily of the Accounting such as Concur, SL, Frontier, Sun to ensure the data uploaded timely and completely. Co-ordinate with IT and others to resolve incurred issues.

- Check data was loaded to Frontier to ensure data fully imported.
- Check data was imported from Ingenium system to SL system to ensure data fully imported.
- Take notes of the mistaken policies, then ask OP check and update properly, in case of unable to fix immediately, update to the pending list.
- Daily check the policyholders' expenses incurred on ING and make the adjusting entries to adjust any incorrect accounting entries (if any).

- Month-end tasks :

- EOM booking: prepare all Accounting entries that relating the systems need to adjust or any accounting entries have not been captured in current systems.
- Co-ordinate with other BUs and related departments on verifying the nature, amount, account code and cost center for monthly charge back booking; follow up with BUs for any missing supporting documents.

- GL admin :

- Create new account codes, new analysis codes in Sun system, Concur system, Frontier and Sub-ledger as users' requests.
- Raise issues relating to Accounting's system to IT and then follow-up until it resolved.
- Maintain files and documentation thoroughly and accurately in accordance with company policy/procedure and regulation.
- Request new Concur 's users weekly.

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- Others:

- Assist in auditing activities by providing necessary information and preparing requested documentations.
- Respond to accounting inquiries from management in a timely basis.
- Others as assigned by line manager.

### Specialized knowledge

- Experience in life insurance is preferred
- Familiar with Vietnamese tax regulations
- Good in selling, aging, inventory controlling
- Proficiency in MS Excel
- Experience in Sun system & Excel Q&A is an advantage
- Experience with Oracle or other Large ERP system
- Being able to work independently as well as within a team.
- Strong analytical and problem-solving skills
- Ability to work autonomously
- Ability and desire to drive change through high-energy, can-do attitude; comfortable working in a high-performance, entrepreneurial, open-door environment

### Education and experience

- University graduate in Finance or Accounting
- Over 5 years of accounting experience within a professional environment and at least 3 years in the same position
- CPA or CPA candidate preferred
- Good at English and communication skills