Ho Chi Minh City

ASSOCIATE MANAGER ACCOUNTING

At Sunlife, we're driven by our Purpose: To help Clients build lifetime financial security and lead healthier lives. Across Asia, we cultivate a **High-Performance, Caring Culture** that empowers our people to achieve outstanding results, embrace continuous growth, and create meaningful impact. We succeed together by fostering an inclusive environment where wellbeing, collaboration, and accountability are equally valued.

I. ACCOUNTABILITY

1. General Ledger Accounting and Payment Processing

- Prepare, verify, and record payment transactions and advance clearances accurately and on time in the accounting system to ensure reliable financial records.
- Validate payment information against bank statements and supporting documents to ensure completeness and accuracy.
- Coordinate with relevant departments to correct invoice and expense submissions and resolve accounting discrepancies.
- Ensure all accounting entries are accurately recorded in compliance with VAS and supported by complete and valid documentation.

2. Bank and Balance Sheet Account Reconciliation

- Perform regular reconciliations of bank accounts, accounts receivable, accounts payable, and other assigned balance sheet accounts to ensure accurate balances.
- Investigate discrepancies, monitor outstanding items, and coordinate with relevant departments to resolve reconciliation differences promptly.
- Prepare supporting reconciliation schedules and documentation to facilitate month-end closing and audit requirements.
- Prepare and book the monthly Provision for Doubtful Debts report.

3. Intercompany Accounting and Reconciliation

- Prepare and record intercompany transactions using appropriate supporting documents and exchange rates to ensure accurate and timely accounting recognition.
- Reconcile intercompany balances and investigate discrepancies with related parties to maintain accurate financial records.

If this opportunities sound like a good fit for you, we'd be happy to receive your application at **VN_careers@sunlife.com.**

- Complete intercompany accounting activities within established monthly closing deadlines.

4. Expense Accruals and Month-End Closing

- Prepare and record monthly accruals for operating expenses, intercompany charges, payroll-related expenses, and related withholding tax entries, as applicable.
- Ensure all accounting entries are booked on time, meet required deadlines, and monitor accrual balances according to the month-end closing schedule.
- Coordinate with business units to obtain expense accrual submissions; review documentation for company policy and accounting standards compliance; identify and recommend process improvements.

5. Financial Reporting, Accounting Documentation and Compliance

- Support the supervisor with assigned closing reports for financial reporting and tax compliance requirements.
- Extract and provide accurate accounting information to relevant business and compensation teams within agreed reporting deadlines.
- Maintain and organize accounting documents, payment records, and supporting schedules to ensure completeness, traceability, and audit readiness.
- Ensure assigned accounting activities comply with company policies, applicable accounting standards, and internal control requirements.
- Perform other ad hoc tasks as assigned by the Supervisor.

Ensure all activities, decisions and deliverables comply with fair treatment of Clients principles, proactively identifying and mitigating risks of unfair client outcomes in line with Company conduct expectations.

II. QUALIFICATIONS

1. Specialized Knowledge and Skills

- Experience in general ledger, intercompany accounting, month-end closing, accrual entries, and financial statement reporting.
- In-depth understanding of VAS and local general ledger regulations; life insurance general ledger booking knowledge is preferred.
- Demonstrate the Curiosity to effectively leverage AI tools to enhance productivity, decision-making, and quality of outcomes within the role

2. Problem Solving

- Collaborate across departments, deliver reports on time, resolve reconciliation root causes proactively, and work independently while escalating complex issues with recommendations.
- Demonstrate strong accountability in problem solving by proactively identifying, owning, and resolving all issues within scope, regardless of formal task assignment

3. Education and Experience

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- University degree with 4-6 years of experience in GL/Related parties transaction or a similar role.
- Life insurance or equivalent industry experience is a plus.
- ACCA or equivalent certification study is preferred.

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