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. Fixed Asset (FA) management

- Review and input payments related to FA and FA disposal, and run FA depreciation monthly.
- Ensure accurate booking, FA tracking, and supporting document processing by deadlines and according to procedures.
- Prepare FA reports and send them to IT/OM for monthly reconciliation and confirmation.
- Lead annual physical FA checks and reconciliation.
- Proactively propose and coordinate with the OT/IT department to improve company asset management and increase the efficiency of fixed asset acquisition costs.

2. ILP weekly subscription/redemption report

- Reconcile the number of units and cash flow for cash flow instructions and unit confirmation.
- Send cash flow instructions and unit confirmation to the partner.
- Input the unit price into ING after receiving Treasury confirmation.
- Ensure data is recorded promptly and accurately, strictly adhering to deadline requirements.
- Investigate and resolve reporting discrepancies; apply professional judgment to identify root causes and implement corrective actions; escalate complex issues to the supervisor when required.
- Monitor data quality trends and propose reporting process enhancements to reduce errors and improve timeliness.

3. GL booking and accrual monthly & BS reconciliation

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

- Ensure all general ledger journal vouchers for compensation payments to the Partnership channel are booked correctly by expense nature and aligned with regulations.
- Prepare all entries for ILP gain/loss, fund management charges, and declared interest accrual.
- Ensure all accounting entries are booked promptly and meet required deadlines.
- Follow up closely with related departments to provide expense accruals on time.
- Review supporting documents for expense accruals to ensure compliance with company policy and VAS.
- Complete accrual expense booking according to schedule.
- Coordinate with business units to obtain expense accrual submissions; review supporting documentation for compliance with company policy and applicable accounting standards; identify and recommend process improvements.
- Direct balance sheet reconciliation activities for assigned accounts; investigate and resolve long-outstanding items; prepare reconciliation analysis and supporting documentation for audit purposes.
- Participate in month-end and quarter-end closing activities; coordinate the timing and sequencing of accounting processes to meet reporting deadlines.

4. Promotion Gifts management

- Monitor inventory balances by item and user.
- Follow up with users on monthly promotion gift usage and confirmation for booking and reconciliation.
- Record all inventory-related transactions accurately and promptly.
- Conduct annual physical inventory counts and reconciliation to ensure efficient inventory use.

5. FS quarterly/and yearly and other ad-hoc internal report

- Assist the supervisor in preparing data for internal and external audits for interim and final FS reports.
- Work with auditors and relevant departments to provide timely data to internal and external auditors.
- Ensure report preparation complies with VAS regulations and timelines.
- Review financial statement disclosures and supporting schedules for compliance with local regulatory requirements and applicable accounting standards.
- Perform other ad-hoc tasks 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

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

1. Specialized Knowledge and Skills

- Experience in asset management, promotion gifts, fund reporting, accrual entries, and financial statement reporting.
- In-depth understanding of VAS and local fixed asset regulations; in-depth knowledge of general ledger booking in life insurance.
- 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 discrepancies at root cause, and independently recommend solutions for complex issues requiring objective judgment.
- 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

- University degree with 4 - 6 years of experience in Fixed Asset/GL/ Fund report or a similar role.
- Life insurance or equivalent industry experience is a plus.
- ACCA or equivalent certification study is preferred.

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