Ho Chi Minh City

SENIOR SPECIALIST FINANCIAL REPORTING

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. Financial Reporting / IFRS Reports

- Conduct and validate Bond Reports prepared by Treasury, ensuring data accuracy, reasonableness, and compliance with reporting standards.
- Support the direct manager in preparing monthly net income and financial variance analyses for critical financial decisions, ensuring thorough analysis and execution of key ICFR controls.
- Conduct Business Overview under the local ledger and provide variance commentary.
- Prepare other management reports.
- Support the direct manager in managing and controlling expenses and the commission Hyperion allocation process.
- Check Green Button and RI processing to ensure a smooth IFRS 17 closing process.
- Check and confirm Key Disclosure Analysis on the Finance side.
- Cooperate closely with Regional Office and Corporate teams on the process and resolve issues, if any.
- Conduct Fund Charge checks and manual bookings.
- Validate monthly IFRS 17 SLGSP/SLGSI billing to Sun Life Vietnam.
- Work closely with Corporate and Regional teams on testing SAP S/4 upgrades, the Alteryx system, and feed-file enhancements.
- Work closely with IT, Product, Regional Office, and Corporate Office teams on testing and setting up NDIC mappings and new products related to the IFRS ledger.
- Log JIRA tickets and follow up on all business-as-usual mapping or issues related to IFRS 17 closing.
- Perform other IFRS tasks to support the manager.

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

2. Policy

- Actively engage in process improvements, including revising and enhancing current operating guidelines and policies.
- Support the manager in updating Finance and Accounting policies, procedures, and operating guidelines to align with corporate standards, local regulations, and IFRS requirements.
- Coordinate with related departments to identify policy gaps and ensure proper documentation for governance and audit purposes.
- Work closely with Legal teams to manage PAC approval and notification processes, ensuring adherence to governance and regulatory protocols.
- Lead the rollout and adoption of new or revised policies and guidelines, including planning and delivering training sessions and walkthroughs to ensure effective understanding and execution.

3. Regulatory Reports

- Manage and prepare Ministry of Finance, Insurance Association of Vietnam, and Statistics Department reports.
- Conduct deep-dive analyses and explain any variances or discrepancies in regulatory reports.
- Coordinate with cross-functional teams on concerns related to regulatory reports.
- Prepare statistical reports, conduct deep-dive variance analyses, and work closely with stakeholders.
- Support External Audit on concerns related to regulatory reports.
- Handle ad hoc requests related to Vietnamese Accounting Standards financial analysis.

II. QUALIFICATIONS

1. Specialized Knowledge and Skills

- Prioritize tasks and meet established deadlines.
- Detail-oriented, well-organized self-starter.
- Advanced Microsoft Office skills, including Excel and PowerPoint; capacity to learn Oracle Sun system, Tableau, SAP, and other systems.
- Adaptable, flexible, and self-motivated in a fast-paced, frequently changing environment, with a can-do attitude.
- Perform well under pressure.

2. Problem Solving

- Analytical and problem-solving skills.
- Proactively collaborate with key business partners, including Operations, IT, and Distribution.

3. Education and Experience

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- University graduate; Accounting or Finance major is a plus.
- Minimum 2 years' business experience, preferably in financial reporting and analysis within financial services or life insurance.
- Accounting and financial background, with previous experience working closely with Operations and IT departments.
- IFRS 17 experience is an advantage.

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