

JOB DESCRIPTION (JD)

Sun Life Asia Job Evaluation Process

Date:	April 2026	Manager name:	
Job title:	Manager, Accounting	Manager title and GCF level:	Senior Manager, Local GL Reporting and Operation
Job level:	5.2	Department:	Office Management
Career track:	Professional	BU/Division:	Sun Life Vietnam/ Finance

Job purpose

Please provide a summary of the purpose and objective of the job.

The Accounting Manager is responsible for Fixed Assets and promotion gifts management, booking entries related to Fixed Assets, compensation to General agency (PS, PSV, Banca), expenses accrual and other assigned entries, preparing ILP subscription/redemption report weekly to ensure compliance with regulations and internal guidelines

Major accountabilities

Identify 5-6 major accountabilities of the job (not the employee). Describe these accountabilities by what is to be accomplished, how and why. Use action verbs to begin each sentence. Avoid the use of acronyms. Include the approximate percentage of time spent on each accountability. The percentages below should sum up to 100.

Fixed Asset (FA) management <ul style="list-style-type: none"> • Review and input payment related to FA, FA disposal and run FA depreciation monthly. • Prepare FS reports and send to IT/OM for reconciliation and confirmation monthly. • Lead yearly physical FA checking and reconciliation. Ensure adherence to all regulatory requirements and deadlines	30%
ILP weekly subscription/redemption report <ul style="list-style-type: none"> • Reconcile number of units and cash flow for cash flow instructions and unit confirmation. • Send the cash flow instructions and unit confirmation to partner before 10:00 AM every Wed and Fri • Input the unit price to ING once having the Treasury's confirmation by 5:30 PM Ensure adherence to all regulatory requirements and deadlines	20%
GL booking and compliance <ul style="list-style-type: none"> • Prepare all journal vouchers for compensation payments to General agency (PSV/Banca/partnership). • Prepare all entries for ILP gain/loss, fund management charge and declared interest accrual. Ensure all accounting entries are booked in a timely manner and meet the required deadlines..	20%
Expense accrual monthly <ul style="list-style-type: none"> • Follow-up closely related departments in providing expense accrual as timelines. • Review supporting documents of expense accrual to ensure it's in compliance with company policy & VAS. • Complete booking of accrual expenses as schedules • Ensure adherence to all regulatory requirements and deadlines 	20%
Promotion Gifts management <ul style="list-style-type: none"> • Monitor inventory balance by items and by users. • Follow-up users on monthly promotion gift usage and confirmation for booking and reconciliation. • Record all inventory-related transactions accurately and timely. • Conduct annual physical inventory counts and reconciliation. • Ensure adherence to all regulatory requirements and deadlines 	10%

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Specialized knowledge

List specific types of technical or professional skills and knowledge required for the job.

- Experienced in asset management, promotion gifts, fund reporting and accrual entries
- In-depth understanding of VAS and local regulations related to Fixed Asset, having in-depth knowledge of booking GL in life insurance

Problem solving

Outline problem solving requirements in terms of how standardized, varied, complex and interdependent problems and issues are typically faced by this job. Provide examples if necessary.

- Demonstrates strong cross-departmental collaboration and contributes to joint initiatives
- Independently resolves operational issues with minimal escalation
- Consistently delivers assigned reports and deliverables within established deadlines
- Proactively propose and implement initiatives to improve work efficiency and effectiveness.
- Teamwork spirit

Education and experience

Indicate the minimum education level and years of relevant experience required to perform the work. Include specific professional designations, licenses, registrations, if applicable.

- University degree with 5 -7 years of experience in Fixed Asset/GL/ Fund report or a similar role.
- Experience in the life insurance industry is preferred
- Professional tax certification (e.g. CPA, ACCA) strongly desired

Communication scope

Identify the level and nature of internal and external contacts with whom this job must interact regularly. Describe the reason and frequency of their communication.

- Communicates effectively with internal and external stakeholders at various levels, including finance teams.
- Communication involves explaining complex concepts, presenting findings and recommendations, and providing expert guidance on relevant above matters.

Management scope

Total number of direct reports: 0

Total number of staff managed (direct and indirect): 0

Metrics (if applicable)

Finance metrics (revenue, budget managed, etc.):

Sales metrics (type and amount):

Other metrics (specify):

Travel required (express as % of working time):

Prepared by:	Le Thi Xuan Thao	Date:	15 April 2026
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Approved by:		Date:	
For HR Use Only			
Handled by:		Date:	
Job profile:		Job category:	
JAR #:			