

JOB DESCRIPTION (JD)

Sun Life Asia Job Evaluation Process

Date:	27 Mar 2026	Manager name:	
		Manager title and GCF level:	Associate Manager, Finance
Job title:	Senior Specialist, Financial Reporting	Department:	Finance
Job level:	4.2	BU/Division:	Sun Life Vietnam

Job purpose

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

This role will be in charge for financial reporting of the Sun Life Vietnam business both to the Regional Office (RO) and to the local senior management team including the development of detailed analyses. This position produces and supports direct managers preparing the monthly and quarterly management reporting and provides accurate and timely business information to enable effective decision making and support business initiatives. This role requires good communication and organization skills, time-management skills and demonstrated ability to work well within a team environment.

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 accountability. The percentages below should sum up to 100.

<p>Financial reporting / IFRS report</p> <ul style="list-style-type: none"> Conduct and validate Bond Reports prepared by Treasury, ensuring data accuracy, reasonableness, and compliance with reporting standards. Support direct manager to prepare the monthly net income and financial variance analysis to be used for critical financial decisions all while ensuring that thorough analysis has been completed and Key ICFR Controls have been executed. Conduct Business Overview under local ledger and provide commentary for variance. Other management reports 	70%
<ul style="list-style-type: none"> Support direct manager to manage and control Expenses and commission Hyperion Allocation Process Green Button and RI processing checking, ensure the IFRS17 closing process smoothly. Check and confirm Key Disclosure Analysis on Finance side. Closely cooperate with RO, Corporate on the process and fix issues (if any) Conduct Fund Charge checking and manual booking Validate IFRS 17 SLGSP/SLGSI Billing to SLV on monthly basis 	
<ul style="list-style-type: none"> Closely work with Corporate and Regional on testing SAP S4 upgrade, Alteryx system, and feed file enhancement Work closely with IT, products, RO/CO on testing and setting up mapping NDIC, new products related to IFRS ledger Log JIRA and follow-up for all mapping BAU or issue related to IFRS 17 Closing Others task in IFRS to support manager 	
<p>Policy</p> <ul style="list-style-type: none"> Actively engage in the process improvement including current processes, revise and enhance Operating Guideline, Policy Support manager to update F&A policies, procedures and operating guidelines to ensure alignment with corporate standards, local regulations, and IFRS requirement Coordinate with related departments to identify policy gaps, 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. 	15%

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<ul style="list-style-type: none"> Lead the rollout and adoption of new or revised policies and guidelines, including planning and delivering training sessions and walk-throughs to ensure effective understanding and execution. 	
<p>Regulatory Reports</p> <ul style="list-style-type: none"> Manage and prepare MOF, IAV, Statistic Department reports Deep dive analysis and provide the explanation for any variance or discrepancy in regulatory reports Coordinate cross-functions/teams on the concerns related to regulatory reports. Prepare, deep dive the variance and works closely with stakeholders on the statistical reports Support External Audit on the concerns related to regulatory reports Ad-hoc request related to VAS financial analysis 	15%

Specialized knowledge

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

<ul style="list-style-type: none"> Ability to prioritize tasks and meet established deadlines. Detail oriented, well organized, self-starter. Advanced knowledge of MS Office tools including Excel, PowerPoint and ability to learn new system (Oracle Sun system, Tableau, SAP...) Adaptable, flexible and self-motivated in a fast-paced and frequently changing business environment with a 'can-do' attitude. Ability performs well under pressure.

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.

<ul style="list-style-type: none"> Demonstrated good analytical and problem-solving skills. Proactively engage and work with related key business partners (Operation, IT, Distribution...).
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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.

<ul style="list-style-type: none"> University graduate (Accounting, Finance major as plus) A minimum of 2 year business experience, preferably in financial reporting and analysis within the financial services or life insurance industry. Good accounting and financial background. Previous experience working closely with Operation and IT department Experience in IFRS 17 is an advantage.

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.

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- Good communication and interpersonal skills with the ability to work others.
- Ability to collaborate with other teams and/or business units to produce time driven results.
- Adapt quickly with team culture and join team's activities

Management scope

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:		Date:	
Approved by:	Hoan Nguyen	Date:	
For HR Use Only			
Handled by:		Date:	
JAR #:			