

JOB DESCRIPTION (JD)

Sun Life Asia Job Evaluation Process

Date:	19 -Aug-2026	Manager name:	Nguyen Quynh Nhu
Job title:	Manager, IFRS Reporting	Manager title and GCF level:	Senior Manager, Financial Reporting
Job level:	GCF 5.2	Department:	Finance Controllershship
Career track:		BU/Division:	IFRS Reporting

Job purpose

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

The Manager, IFRS Reporting is an important position in Accounting function, and is responsible for managing the preparation, review, and timely delivery of accurate accounting entries and financial reports in compliance with International Financial Reporting Standards (IFRS). The role ensures data accuracy, financial reporting integrity and maintains alignment with Regional Office and Corporate requirements and governance standards.

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.

1. IFRS Accounting Entries: Ensure the accuracy and comprehensiveness of IFRS 17 Data including Feed Data and Manual Journal Entries - Control and review daily Feed Data from source systems (including Ingenium, Agis, SUN) to ensure all relevant entries to be posted successfully to IFRS Ledger in SAP. - Investigate the root cause if there is any error related to Feed Data occurs and Collaborate with VN/Corp IT and Regional Offices to resolve any errors related to corresponding data feeds. - Manage and review all manual IFRS Manual Journal Entries to ensure the data accuracy, including: - Reinsurance data: Review/prepare bookings, reconcile and work closely with VN Actuarial Team on the monthly IFRS reinsurance data. - IFRS 16 Leases: Work with VN Office Management Team to follow up the status of in-scope rental contracts and get supporting documents; Review the lease contracts to Aptitude Lease Accounting Lease Engine (ALAE); Review and prepare relevant entries and upload the entries to SAP; Manage the reconciliation of the data between SAP and ALAE on monthly basis. - IFRS 9 Expected Credit Loss entries, - IFRS 17 accounting entries: Clear quarterly unassigned transactions, review the accuracy commission and OPEX data supporting for the Hyperion Run, Green Button (GB) Press and Risk Integrity (RI) Run; Check and upload Quarterly Asset Liability Reclassification Process (QALRP) data, other specific adjustments to ensure data accuracy and sufficient for IFRS 17 processes. - Manual bookings related to Invested Assets (such as fair value adjustments, reclass type of term deposits...), IFRS Banca Intangible Asset Amortization, Intercompany transactions, FMM Allocation Adjustments, Segregated Fund Transactions; FMM Surplus Transfer. - Other manual journal entries.	35%
2. IFRS Reconciliation and Reports - Review and conduct IFRS monthly/quarterly/ yearly reports required by Corporate and Regional Accounting Control (RAC) submitted via Asia Financial Reporting Database (AFRBD) and via email. - Manage IFRS ledger, including checking, reconciliation and analysis SAP/EFDW GL through AFO reports. - Ensure there is no outage in RAC's generic control check list.	30%

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- Coordinating closely with RAC, Regional Office, and Corporate to ensure compliance, timely submissions, and issue resolution. - Review and provide supporting data for KDA report. - Prepare monthly reconciliation between SUN and SAP to ensure data accuracy by account and FS level. - Prepare monthly IFRS Blues/Yellow BS, OCI, IS reports. - Lead the month-end Cadence with RAC, ensure all the steps of closing process and timeline strictly followed and all RAC control check met. - Support and provide supporting data for monthly BS account reconciliation, Internal/External Audit.	
3. QUTA Process and Green Button (GB) - Reconcile and ensure all related data have been recorded accurately before GB Press. - Conduct KDA checking to ensure the accuracy of insurance/reinsurance results before & after GB Press. - Manage, control and booking transactions related to QUTA (IFRS17 process). Work closely with RO/Corporate on the QUTA issue (if any)	10%
4. IFRS 17 System Set-up/Testing and Other tasks assigned - Actively lead and/or engage in the process improvement including current processes and IFRS 17 processes. - Setup the mapping between local and IFRS code blocks (accounts, cost center, MP, etc.) and Interco expense transfer process (ETP) - Coordinate with IT, products, RO/Corporate on testing and set up mapping NDIC, new products related to IFRS ledger. - Other tasks if assigned.	10%
5. Training and sharing on IFRS 17 knowledge and process to the team	15%

Specialized knowledge

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

- Attention to detail and accuracy in accounting data.
- Strong analytical and problem-solving abilities
- Advanced knowledge of MS Office tools including Excel, PowerPoint and Sun/SAP system is an advantage
- Ability to prioritize tasks and meet established deadlines
- Knowledge of intercompany transactions and eliminations
- Experience with month-end and year-end close procedures

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.

- Strong analytical and problem-solving abilities
- Proactively engage and work with related key business partners including but not limited to the RO/RAC and Corporate Functions on the reporting requirements and closing process.

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.

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- At least 5 year working experience in an IFRS accounting position or a relevant role.
- University graduate with professional qualifications in finance/accounting. CPA/ACCA is an advantage.
- 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.

- Good communication and interpersonal skills with the ability to influence 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

Total number of direct reports: 1

Total number of staff managed (direct and indirect):

Metrics (if applicable)

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

Sales metrics (type and amount):

Other metrics (specify):

Travel required (express as % of working time):