



Interflour Group

Job Description



Job Description

JOB TITLE	
General Accountant	
DEPARTMENT / UNIT / COUNTRY	
Finance/IFV/Vietnam	
REPORTING TO	
Chief Accountant	
Role	
The job holder will be responsible for general accounting of one of business units (Intermalt Vietnam) of Interflour Group in Vietnam.	
MINIMUM REQUIREMENTS	
Education / Experience	<ul style="list-style-type: none"> • University Degree or above, major in Finance & Accounting • 3+ year working experience in AP/General Accountant
Specific Skills (Knowledge, skills and abilities)	<p>Functional skills:</p> <ul style="list-style-type: none"> • Fluency in English (speaking and writing) • Good proficiency at Ms Office, preferred experience with SAP/ERP • Hard-working, teamwork, able to adapt & work under high pressure

AREAS OF RESPONSIBILITY (AOR)
Header Definition IN ORDER TO, what results
<p>General Ledger</p> <ul style="list-style-type: none"> • Ensure accuracy of all GL entries recorded at the month, • Prepare the monthly and yearly management report to group, • Generate and analyze monthly expenses report by department, • Reconcile balance of accounts, • Guides accounting clerical staff by coordinating, • Supervise the fixed asset system and ensure correct classification, tagging and calculation of depreciation • Review and monitor Monthly Capex report and submit to Accounting Manager in timely and accurate manner. • Supervise and expenditure monthly financial close with accountants, • Review and ensure correct information on GL module from AR module, AP module, Cash Manager module, Inventory module and other modules, • Substantiates financial transactions by auditing documents, • Prepare CIT report, WHT report, statistic report, • MPI reports and other reports as assigned by Chief Accountant and Finance Manager, • Be focal point to work with external & internal auditors, tax authorities on finance, accounting & tax matters.

Inventory

- Monitor inventory system to ensure purchases and usages of barley and other materials are recorded properly both in quantity and value terms.
- Review monthly inventory movement report and submit to Superiors to ensure they are prepared timely, accurately.
- On project base, work with IT to computerize inventory system under SAP.
- Manage monthly stock count including barley, malt, chemicals and spare parts as per Interflour Group policy to ensure stock accounts are controlled properly.

Costing

- Monitor costing process from gathering relevant information from production and sales department to preparing final reports to ensure the cost reports and by product are prepared on timely and accurate manner.
- Assist Management to identify opportunities to reduce costs and optimize assets
- On project base, work with IT to computerize costing system under SAP (if any)

Internal control

- Follow up and provide guidance to invoicing team to have accuracy issued invoice to customers.
- Liaise with Accounting Manager to solve any issues relating to Invoicing to make sure all are complied with Tax regulations.

