

# EXPERIENCED PAYROLL SPECIALIST

RECRUITMENT 2019

Mazars Vietnam is an international Audit, Accounting, Tax and Advisory services company present in Vietnam since 1994. We focus on providing value-added financial consulting services which aim at creating a strong competitive advantage for our clients in a rapidly changing environment.

Join the 23,000 audit and advisory professionals united through Mazars in 89 countries.

## JOB DESCRIPTION

- Handling payroll and other payroll-related tasks, including personal income tax, compulsory insurance, labour, etc. Experienced payroll specialist shall also be involved in Global Mobility engagement, including but not limited Personal Income Tax of expatriates, social security and other expatriate services
- Doing researches and analysis on payroll and related issues, providing recommendations/opinions to tax managers
- Ensuring efficient and high-quality delivery of payroll services to clients
- Developing and maintaining distinct relationships with peers at client organizations

## JOB REQUIREMENT

- **Basic qualifications:**
  - Excellent understanding of labour and personal income tax in Vietnam and international treaties/practice;
  - Strong analytical, interpersonal, leadership, training, and mentoring skills;
  - Computer literacy and good command of English;
  - Proficient oral and writing skills (Vietnamese & English);
  - Highly motivated self-starter with ability to multitask and complete assignments within time constraints and deadlines.
- **Preferable work experience:**
  - 1 to 2 years of experience in Payroll/Personal Income Tax field;
  - Experience working for international accounting firms would be an advantage.

## APPLICATION

If you are interested in this position, please email following documents:

- Cover letter in English;
- C.V. in English. (including your IELTS/TOEIC results and Diploma GPA)

## CONTACT INFORMATION

### Ho Chi Minh Office

Mazars Vietnam Co. Ltd.,

10th - 11th level, Viet Dragon Building, 141 Nguyen Du, District 1, Ho Chi Minh, Vietnam

Le Thi Hong My

Tel: (028) 38 241 493

Email: [hr-contact@mazars.vn](mailto:hr-contact@mazars.vn)



# Senior Accountant - OUTSOURCING SERVICE, Ho Chi Minh Office

Mazars Vietnam is an international Audit, Accounting, Tax and Advisory services company present in Vietnam since 1994. We focus on providing value-added financial consulting services which aim at creating a strong competitive advantage for our clients in a rapidly changing environment.

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## **JOB DESCRIPTION**

- Review work performed by accountant;
- Review and verify bank account reconciliations, manage the cash flow;
- Check PIT, CIT, VAT reports and other tax correspondences for the tax office;
- Check monthly payroll spreadsheets (including calculations of Personnel Income Tax (PIT), Social Insurance (SI) Health Insurance (HI));
- Prepare PIT finalization and financial reports for CIT finalization and audit report;
- Discuss with the mission management on any significant issues identified.

## **JOB REQUIREMENT**

Candidates need to fulfill the following criteria:

- University graduates in finance, accounting and auditing
- Good analytical skill, self-driven and persuasive
- Sound computer literacy (MS Excel, Word and Power Point essential)
- Attention to detail and accuracy
- Planning and organizing
- High teamwork spirit, responsible and decisive
- Proficient in English or French
- Ability to work under pressure

## **EXPERIENCE**

- More than 1 years' experience in Finance and Accounting management at foreign outsourcing services companies
- Over 3 years' experience in Accounting & Consulting jobs

## **WHAT'S ON OFFER**

- Competitive salary
- Regular client contact
- Excellent training program
- Genuine work / life balance
- Possibility of working on different business lines

## CONTACT INFORMATION

If you are interested in this job, please send your C.V. and cover letter  
**Mazars Vietnam Ltd.,**  
10th - 11th level, Viet Dragon Building, 141 Nguyen Du, District 1, Ho Chi Minh City  
Le Thi Hong My  
Hr-contact@mazars.vn



# CONSULTANT FINANCIAL ADVISORY SERVICES Ho Chi Minh Office

Mazars Vietnam is an international Audit, Accounting, Tax and Advisory Services Company present in Vietnam since 1994. We focus on providing value-added financial consulting services which aim at creating a strong competitive advantage for our clients in a rapidly changing environment.

Following our strong development, we invite candidates with over 2 years of working experience in Financial Advisory Services or Audit & Assurance to apply for our Consultant position based in our Ho Chi Minh City office.

Join the 23,000 audit and advisory professionals united through Mazars in 89 countries.

## JOB DESCRIPTION

- Conduct Financial Advisory Services work (due diligence and other transaction services work), including performance of analysis and procedures as defined in the scope of work of the engagement letter for all types of projects (in particular buy-side and sell-side projects);
- Perform professional analytical review of the financial statements and accounts;
- Review target's accounting and operating procedures and systems of internal control;
- Supporting senior in preparing draft reports following the guidelines and templates used within Mazars Group;
- Due to the nature of the projects, the role would involve a combination of off-site work (done from Mazars office) and on-site work and visits (in Vietnam and potentially overseas);
- Being part of a team on projects conducted by Mazars FAS practice.

## JOB REQUIREMENT

- Over 2 years of experience as a financial advisory consultant and/or financial auditor;
- Bachelor/Master degree in finance, accounting, auditing and/or equivalent professional qualification (ACCA, CPA Australia, CFA, others);
- Fluent English, both writing and speaking;
- Excellent computer-literacy skills;
- Excellent organizational, planning and multitasking capabilities;
- Self-motivated, proactive, positive attitude and willingness to learn;
- Good interpersonal and communication skills;
- Ability to work autonomously and as part of a team;
- Well-organized to meet deadlines and effectively manage multiple tasks;
- Good ability to work under high pressure;
- Strong sense of ethics with emphasis on confidentiality and integrity.

## APPLICATION

If you are interested in applying for this position, please email to [hr-contact-audit@mazars.vn](mailto:hr-contact-audit@mazars.vn) the following documents:

- Cover Letter in English
- CV in English (including Diploma GPA, English language proficiency test results)
- Certificates (Degree, Professional Qualifications results, English certificates – IELTS, TOEIC, TOEFL)

## CONTACT INFORMATION

Mazars Ho Chi Minh Office



Address: 10th - 11th Floor, Viet Dragon Tower, 141 Nguyen Du, District 1,  
Ho Chi Minh City, Vietnam  
Tel: (08) 38-241-493  
Email: [hr-contact-audit@mazars.vn](mailto:hr-contact-audit@mazars.vn)



## SENIOR CONSULTANT FINANCIAL ADVISORY SERVICES Ho Chi Minh Office

Mazars Vietnam is an international Audit, Accounting, Tax and Advisory Services Company present in Vietnam since 1994. We focus on providing value-added financial consulting services which aim at creating a strong competitive advantage for our clients in a rapidly changing environment.

Following our strong development, we invite candidates with over 4 years of working experience in Financial Advisory Services or Audit & Assurance to apply for our Senior Consultant position based in our Ho Chi Minh City office.

Join the 23,000 audit and advisory professionals united through Mazars in 89 countries.

### JOB DESCRIPTION

- Conduct Financial Advisory Services work (due diligence and other transaction services work), including performance of analysis and procedures as defined in the scope of work of the engagement letter for all types of projects (in particular buy-side and sell-side projects);
- Attend meetings with prospects, clients, targets' representatives and other advisors;
- Preparation of draft reports, in particular for due diligence following the guidelines and templates used within Mazars Group;
- Due to the nature of the projects, the role would involve a combination of off-site work (done from Mazars office) and on-site work and visits (in Vietnam and potentially overseas);
- Being part of a team on projects conducted by Mazars FAS practice and leading a team to deal with Financial Advisory Services projects under direct supervision of a dedicated Manager;
- Support Manager in training, managing and reviewing work of junior staff;
- Involved in business development initiatives (including own initiatives agreed with the Head of Financial Advisory Services) and the preparation of presentation, proposals and any marketing materials.

### JOB REQUIREMENT

- Over 4 years of experience as a financial advisory consultant and/or financial auditor;
- Bachelor/Master degree in finance, accounting, auditing and/or equivalent professional qualification (ACCA, CPA Australia, CFA, others);
- Fluent English, both writing and speaking;
- Excellent computer-literacy skills;
- Excellent organizational, planning and multitasking capabilities;
- Leadership and coaching skills;
- Capable and eager to work with various types of people;
- Excellent interpersonal and communication skills;
- Strong sense of ethics with emphasis on confidentiality and integrity.

### APPLICATION

If you are interested in applying for this position, please email to [hr-contact-audit@mazars.vn](mailto:hr-contact-audit@mazars.vn) the following documents:

- Cover Letter in English

- CV in English (including Diploma GPA, English language proficiency test results)
- Certificates (Degree, Professional Qualifications results, English certificates – IELTS, TOEIC, TOEFL)

## CONTACT INFORMATION

### Mazars Ho Chi Minh Office

Address: 10th - 11th Floor, Viet Dragon Tower, 141 Nguyen Du, District 1.

Ho Chi Minh City, Vietnam

Tel: (08) 38-241-493

Email: [hr-contact-audit@mazars.vn](mailto:hr-contact-audit@mazars.vn)



# LEGAL MANAGER

**RECRUITMENT 2019**

**LOCATION: HO CHI MINH CITY**

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We are currently looking for a Legal Manager for Ho Chi Minh city office. The job descriptions and requirements are detailed below:

## JOB DESCRIPTION

- Team leader in providing various licensing, legal advisory and other legal support services to clients
- Manage the clients' portfolio in wide range of industries and work directly with the clients to ensure efficient delivery of services to clients
- Represent the clients in working with the competent authorities, where necessary
- Research and recommend opinions and positions on legal issues to directors/partners
- Identify leads through existing relationships and exhibit the ability to make appropriate contacts
- Identify areas of engagement efficiency improvement
- Support the team's business development activities and building long-term relationship with the clients
- Manage, supervise and develop staff and seniors

## JOB REQUIREMENT

- **Basic qualifications:**
  - Excellent spoken and written English skills
  - At least 4 - 5 years of working experience in a legal advisory environment
  - Strong understanding and interpretation of legal knowledge influencing Vietnamese business transactions;
  - Strong analytical and time management skills
  - Strong interpersonal and communications skills
  - Experience working for Big 4 or law firm would be an advantage
- **Education and Licenses:**
  - Bachelor degree, major in Law;
  - Member of Lawyer Association is preferred.

## APPLICATION

If you are interested in this position, please email to [hr-tax@mazars.vn](mailto:hr-tax@mazars.vn) the following documents:

- Cover letter in English
- C.V. in English (including your IELTS/TOEIC results and Diploma GPA)

## CONTACT INFORMATION

### Ho Chi Minh City office

10th Floor – Viet Dragon Tower – 141 Nguyen Du – District 1 – Ho Chi Minh – Vietnam  
Tel: +84 (28) 38 24 14 93 - Fax: +84 (28) 38 22 87 99

### Hanoi Office

17th Floor – Mipecc Tower – 229 Tay Son – Dong Da – Ha Noi – Vietnam  
Tel: +84 (24) 39 36 10 31 – Fax: +84 (24) 35 73 97 06

# SENIOR LEGAL CONSULTANT

**RECRUITMENT 2019**

**LOCATION: HO CHI MINH CITY**

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We are currently looking for a Senior Legal Consultant for Ho Chi Minh city office. The job descriptions and requirements are detailed below:

## JOB DESCRIPTION

- Legal research and recommend opinions and positions on legal issues to managers;
- Draft response/report on legal issues, using appropriate business and technical language;
- Work directly with clients and government authorities to prepare the application and relevant documents for licensing procedures;
- Represent the clients in working with the competent authorities and/or third parties, where instructed;
- Develop and maintains distinct relationships with peers at client organizations;
- Identify leads through existing relationships and exhibits the ability to make appropriate contacts;
- Identify areas of engagement efficiency improvement;
- Provide timely guidance and direct feedback and mentorship that contribute to the ongoing development of the team.

## JOB REQUIREMENT

- **Basic qualifications:**
  - Excellent spoken and written English skills
  - At least 2-4 years of working experience in a legal advisory environment
  - Strong understanding and interpretation of legal knowledge influencing Vietnamese business transactions;
  - Strong analytical and time management skills
  - Strong interpersonal and communications skills
  - Experience working for Big 4 or law firm would be an advantage
- **Education and Licenses:**
  - Bachelor degree, major in Law;
  - Member of Lawyer Association is preferred.

## APPLICATION

If you are interested in this position, please email to [hr-tax@mazars.vn](mailto:hr-tax@mazars.vn) the following documents:

- Cover letter in English

- C.V. in English (including your IELTS/TOEIC results and Diploma GPA)

## **CONTACT INFORMATION**

### **Ho Chi Minh City office**

10th Floor – Viet Dragon Tower – 141 Nguyen Du – District 1 – Ho Chi Minh – Vietnam

Tel: +84 (28) 38 24 14 93 - Fax: +84 (28) 38 22 87 99

### **Hanoi Office**

17th Floor – Mippec Tower – 229 Tay Son – Dong Da – Ha Noi – Vietnam

Tel: +84 (24) 39 36 10 31 – Fax: +84 (24) 35 73 97 06

# SENIOR TAX CONSULTANT

**RECRUITMENT 2019**

**LOCATION: HO CHI MINH CITY**

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**We are currently looking for a Senior Tax Consultant for Ho Chi Minh city office. The job descriptions and requirements are detailed below:**

## **JOB DESCRIPTION**

- Understand accounting, tax and commercial knowledge influencing Vietnamese tax and business transactions
- Have a good working knowledge of Vietnamese market trends and their potential applicability to clients
- Develop and maintains distinct relationships with peers at client organizations
- Research and recommends opinions and positions on tax issues to tax managers
- Identify leads through existing relationships and exhibits the ability to make appropriate contacts
- Identify areas of engagement efficiency improvement
- Demonstrate flexibility and exhibits good business sense, persistence, and determination
- Communicate decisions and performance expectations clearly and keeps team members well informed
- Provide timely guidance and direct feedback and mentorship that contribute to the ongoing development of the staff

## **JOB REQUIREMENT**

- Bachelor degree with an emphasis in Accounting, Finance or Foreign Trade
- ACCA/Vietnamese or foreign CPA is preferred
- At least 2 - 4 years of working experience in a tax advisory environment
- Excellent project management, analytical, interpersonal, oral and written communication skills
- Strong experience in staff and tax management
- Strong leadership, training, and mentoring skills
- Ability to thrive in a dynamic team environment
- Professionalism, dependability, integrity and trustworthiness combined with a cooperative attitude
- Highly motivated self-starter with ability to multitask and complete assignments within time constraints and deadlines
- Dedicated to superior client service
- Strong organizational skills and attention to detail

## APPLICATION

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