



## Vacancy announcement

MDF Training & Consultancy is an international agency with over 30 years of experience, a head office in the Netherlands and eleven branches worldwide. We have a global network of qualified trainers and consultants and provide high-quality training and consultancy services in over 50 countries. We help to enhance the competencies of staff members, assist organisations to improve performances, maximise the impact of partnerships and networks and focus on sustainable results in projects and programmes. For more information about us, please visit our website: [www.mdf.nl](http://www.mdf.nl).

The branch office of MDF in Hanoi (part of MDF Asia) is seeking for a dynamic individual to strengthen our lively team in order to fill the position of:

### Accounting Assistant

#### Tasks and responsibilities:

- Prepare and monitor contracts signed with MDF;
- Ensure transactions are properly recorded and entered into the MDF financial management and accounting system (Exact online);
- Prepare monthly/quarterly financial reports;
- Keep track on debtors to ensure that all outstanding payment are collected in time;
- Process invoices in and prepare payment in time;
- Prepare the pay roll and personnel administration;
- Assist on preparing tax report and social insurance procedures;
- Other tasks;

#### Qualifications of candidates:

- Excellent command of English (speaking and writing);
- Bachelor degree in accounting field;
- At least 2 years of relevant experience in accounting in an international organisation is a strong advantage;
- Excellent communication skills (written and verbal);
- Proactive and enthusiastic;
- Good attention to details;
- Able to set priorities and manage time well;
- Able to work independently and in team;
- Vietnamese nationality;

#### Benefits:

- An inspiring and stable working environment, good atmosphere with a lot of personal responsibility;
- Being part of a global team, closely cooperating with colleagues all over the world and international clients;
- Opportunities for personal growth;
- Salary: Negotiation
- 20 leave days per year
- Medical, social insurance and unemployment schemes

**Expected starting date:** As soon as possible

Interested candidates are invited to send their CV's and a motivation letter, by e-mail only, to:

**MDF Asia, Vietnam office; Email: [mdfic@mdf.nl](mailto:mdfic@mdf.nl); Tel.: [024 62584438](tel:02462584438)**

Deadline for applications: 20 July 2019

Please note that only shortlisted candidates will be notified.