



JOB VACANCY ANNOUCEMENT

Norwegian People's Aid (NPA) is an Oslo-based Humanitarian organization working in the fields of Mine Action and Development. NPA Vietnam is seeking for experienced personnel working for a 2 month service contract focusing on PIT review and finalization for NPA Vietnam Program (2015) and NPA Hanoi National Office (period 2010 – 2015). This post is based in NPA National Office in Hanoi with possible travels to field offices in provinces.

General: Assist and support NPA Finance Officer to work with tax authorities and handle all related duties for 2010-2015 PIT Review for NPA Hanoi National Office and 2015 PIT finalization for NPA Vietnam Program.

Duties:

- Calculate PIT tax payable under the personal income tax law and current legislation on personal income tax
- Consolidate and reconcile PIT tax payable with the PIT tax has been paid by NPA Vietnam
- Prepare documents and paper works as require by the tax authority during tax audit course
- Prepare the reply letters from NPA Vietnam to the tax authorities related to the tax audit and the tax settlement

Desired Qualifications:

- Bachelor in accounting with minimum 3 year practical experience in accounting and tax work
- Good understanding and up-to-date taxation regulation knowledge
- Good experience in PIT tax finalization and tax audit from 2012 to 2015
- Experience in PIT settlement for foreigner experts enjoy tax incentives in Vietnam
- Good communication skills (both written and spoken) in Vietnamese and English.
- Work experience with research projects and/or INGOs would be an advantage.

Interested people are requested to submit a brief CV focusing on PIT related experience, a cover letter to express why you are fit for the mission, a copy of related certificates-degrees and at least 01 reference regarding PIT related experience to NPA via e-mail address recruitment.vn@npaid.org. Please indicate clearly the service you are applying for in your email subject.

The closing date for applications is **18 December 2015 at 5 pm** with start date immediately. Women and disabled people are encouraged to apply. Only short-listed candidates will be notified.