

## GENERAL ACCOUNTANT CUM HR & ADMIN OFFICER, VIETNAM

### ABOUT KENAN FOUNDATION ASIA

Kenan Foundation Asia (Kenan) believes in a world where everyone has the right to build a better life for themselves, their family, and their community. Every day, we are working in Thailand and the region to inspire students, develop skilled people, and grow strong leaders by empowering them with the knowledge, technology, and skills necessary for a better future. Whether it's an entrepreneur, a teacher, a student, a community leader, or non-profit manager, we conduct tailored, engaging activities to train, coach and equip them so they can achieve their dreams.

### OUR VALUES

- Partnership** We collaborate with our stakeholders to co-create and deliver services and programming that address the real challenges facing the people of the region.
- Inspiration** We are passionate about creating a sustainable future and take action to make it happen. Through our actions, we inspire others to act and do the same.
- Leadership** We are leaders in the field of social and economic development. We empower courageous, adaptable people to succeed in solving the challenges of globalization and provide opportunities and dignity for everyone.
- Integrity** We care deeply about our work and our reputation. We do not compromise our ethics, our values, or our professionalism. We take personal responsibility and use good judgement to drive our values in everything we do.

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Kenan Foundation Asia, a non-profit development organization working in partnership with companies, governments, academia, and committed individuals to empower people with the knowledge, technology, and skills necessary for a better future, is seeking a senior professional for the position of **General Accountant cum HR & Admin Officer** to handling the accounting work in Hanoi office as well as execute HR and Admin tasks to support Hanoi office to run business smoothly.

### KEY RESPONSIBILITIES

- Ensure the updating and accuracy record of accounting transaction with accordance to Kenan's policy as well as the government requirement
- Manage the documents and data for finance and accounting
- Manage pretty cash
- Taking in the role of office manager to manage and execute all office administration works and ensure that all office equipment is in the condition of well prepared and ready to use
- Ensure that all office registration documents are up to date
- Work closely with HR team in BKK to support the payroll and recruitment process for Hanoi office

### QUALIFICATION AND BACKGROUND:

- University graduated of Accounting, Finance or related field
- At least 3-5 years of experience in manage accounting and administration work
- Ability to work with a minimum supervision to meet the deadlines and work under pressure
- Good communication in English and Vietnamese
- Good in MS office

Interested applicants are invited to send full resume indicating qualifications and experience, and cover letter to: [My@kenan-asia.org](mailto:My@kenan-asia.org)