

VRIENS & PARTNERS

NAVIGATING THE POLITICS OF BUSINESS

FINANCE MANAGER, VIETNAM

Vriens & Partners (“V&P”) is the leading government affairs consulting firm in Southeast Asia. Operating in the most dynamic part of the world, Vriens & Partners is headquartered in Singapore, with offices in the Philippines, Vietnam, Indonesia, Thailand, Myanmar, Malaysia, and Cambodia. Our team comprises 115 full-time employees from over 10 nationalities, as well as 50 senior advisors from across the region.

V&P’s culture is open, welcoming, and fast-paced, where everyone can voice their opinion and make a positive impact. Our collaborative approach across diverse teams and industries allows employees to grow as individuals and consultants and build new standards of achievement.

Our clients are primarily major multinationals, along with various business associations and non-governmental organizations. A growing advisory firm, V&P offers a challenging and unique work environment, as well as exposure to multiple business sectors. Find out more at www.vrienspartners.com.

The V&P team is seeking a **Finance Manager** to join our team in Hanoi, Vietnam on a full-time basis. V&P offers a challenging and fulfilling work environment, competitive remuneration, and other staff rewards and benefits.

POSITION

The Finance Manager will work under the Chief Accountant, and alongside Managing Director (Vietnam), Office Manager, Vietnam consultants, and the Regional Finance team (based in Singapore Headquarter (“HQ”)) to support and ensure the smooth running of the office.

We expect the candidate to be well-organized, an independent and dedicated worker, and to have a strong understanding of required business processes for Vietnam companies. Candidates with experience supporting foreign invested entities preferred.

PRIMARY RESPONSIBILITIES

- Prepare and maintain full set of accounts.
- Budget preparation and forecasting.
- Maintain policy on internal spending.
- Prepare monthly operating expenses cashflow forecast to HQ.
- Responsible for all accounts payable functions, including staff reimbursement claims.
- Perform month-end close activities & reporting, including inter-company billing, and strictly adhering to HQ reporting deadlines.
- Prepare monthly financial reporting, for compliance to regulatory authorities.
- Prepare monthly accounts and bank reconciliation.
- Prepare payments for payroll (including Personal Income Tax and Social Security contributions calculations), vendors and staff reimbursement claims.
- Liaise with auditors and regulatory authorities (including all government permits and filings), responding to queries and ensuring compliance to statutory requirements.
- Ensure up-to-date compliance on relevant government requirements affecting operations (including Tax, Labor, Social Security, etc).
- Assist HQ Team with accounts receivable collection matters and vendor registration process, whenever needed.

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- Liaise, coordinate and work with HQ Team on any Group/Firm-wide policy initiatives and/or requirement as needed.
- Prepare and present monthly financial analysis, including variance analysis on expense budget vs actual
- Other ad hoc duties as assigned.

QUALIFICATIONS

- Bachelor's degree in accounting, finance, or a similar qualification.
- At least 8 years of working experience in accounting and finance, with knowledge of local accounting regulations and procedures and exposure to IFRS standards.
- Excellent written and oral communication skills in both English and Vietnamese.
- Experience with Vietnam accounting software and ERP system like Oracle Netsuite accounting software will be an advantage.
- High level of personal responsibility and can work independently.
- Detail-oriented, efficient, organized, a problem-solver.
- Able to perform effectively under pressure and meet deadlines.

ADDITIONAL INFORMATION

- Schedule: Monday – Friday (full time) with understanding that weekend/urgent overtime work may be required on an occasional basis.
- Travel: Occasional travel may be required.

Interested candidates should submit their applications via [LinkedIn](#) by November 3, 2026. Please include a professional headshot in your cover letter and indicate your availability/notice period in your resume.