

# VRIENS & PARTNERS

NAVIGATING THE POLITICS OF BUSINESS

---

## FINANCE & ADMINISTRATION ASSISTANT

Vriens & Partners is the leading government affairs and political risk consulting firm in Southeast Asia. We are headquartered in Singapore, with offices in Myanmar, Thailand, Vietnam, Indonesia, Malaysia, the Philippines, Cambodia, and Washington, DC. We employ over 90 people of more than ten nationalities and offer our team a challenging and dynamic working environment and exposure to multiple sectors, in a growing advisory firm. Our clients are multinationals, business associations, and non-governmental organizations.

We are seeking a **Finance & Administration Assistant** to join our team in Hanoi, Vietnam on a full-time basis.

### Position

The Finance & Administration Assistant will work alongside the Finance Executive, Office Manager, and Vietnam leadership 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 Vietnamese companies. Candidates with experience supporting foreign invested entities preferred.

### Primary Responsibilities:

- Accounting support, including
  - Support on internal processes, maintain regulations on internal spending, and tax document preparation for chief accountant to review.
  - Support to perform data entry into accounting system, including calculation on depreciation, prepaid expenses, accruals.
  - Check/close accounting vouchers, business travel decisions, travel papers, boarding passes of all staff.
  - Assist with staff claim reimbursement payment, including paperwork for staff.
  - Make payments on behalf of suppliers, create transfers online.
  - Assist with handling of petty cash and track cash balance(s) at the end of the month.
  - Other tasks as assigned by Finance Executive.
- Office Management support including
  - Manage and store contracts for interns, counselors, projects, and large property records.
  - Track fixed assets with Office Manager.
  - Monitor and update employees' leave and sick leave table.
  - Execute transactional procurement of goods and services.
  - Other tasks as assigned by Office Manager.

### Qualifications:

- Bachelor degree in accounting, finance, or a similar major.
- At least 4 years of working experience in accounting and finance, with knowledge of account regulations, accounting procedures.
- Fluent English skills in communication and writing.
- Experience with office application & accounting software.

# VRIENS & PARTNERS

NAVIGATING THE POLITICS OF BUSINESS

---

- High level of personal responsibility, can work independently.
- Detail-oriented, efficient, organized, a problem-solver.
- Careful, dynamic and hard-working in a high pressure environment.

**Additional Information:**

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

**Interested candidates should send their applications to [careersvn@vrienspartners.com](mailto:careersvn@vrienspartners.com) and indicate the position being applied for in the subject line. Please include a cover letter and current resume.**