

Job Description

1. ROLE DETAILS:

Position title:	Accounting Assistant
Reports to:	Reports directly to the Accounting Leader and indirectly to the Finance Manager
Department:	Business Unit
Function:	
Prepared / Revised on:	May 2026

2. ROLE PURPOSE:

- To manage the accounts payable workflow and maintain proper financial documentation within the Finance Team
- To handle accounting and administrative tasks for the Finance Team to ensure smooth and efficient finance operations, in accordance with company policies and internal control procedures

3. ROLE DIMENSIONS:

Dimensions:	Role Dimensions:	
	No. of Staff Supervised:	None

4. KEY ACCOUNTABILITIES:

Description	Key Performance Indicators
<p>1. Invoice Management</p> <ul style="list-style-type: none"> - Receive e-invoices and hard copies from vendors - Check and record invoices in the Invoice Centralizing System (ICS) and the invoice shared folder - Circulate invoices to other departments - Prepare cover sheets for user verification - Monitor the invoice@idemitsu.com.vn mailbox to receive e-invoices and scan foreign vendors' invoices - Handle communications with vendors via phone and email - 	<ul style="list-style-type: none"> - Ensure invoices are processed accurately and in a timely manner in compliance with company procedures - Maintain effective coordination and clear communication with vendors
<p>2. Accounting Documentation & Closing Activities</p> <ul style="list-style-type: none"> - Prepare and print accounting journals, supporting documents, and other financial records required for month-end, quarter-end, and year-end closing - Assist in coordinating during audit periods - Maintain proper filing of accounting records - Scan, archive, and maintain accounting documents including invoices, journals, and supporting documentation 	<ul style="list-style-type: none"> - Support timely completion of month-end, quarter-end, and year-end closing activities - Ensure accounting documents are properly maintained, organized, and readily retrievable
<p>3. Other accountabilities</p> <ul style="list-style-type: none"> - Handle administrative tasks for the Finance team - Provide other support to the Finance Team - Collaborate and support other initiatives upon request - Be accountable for other tasks as assigned by the Deputy and Accounting Leader 	<ul style="list-style-type: none"> - Provide effective support to Finance Team - Complete assigned tasks within agreed timelines and quality expectations

5. FRAMEWORKS, BOUNDARIES, & DECISION MAKING AUTHORITY:

Scope:

- Responsible for end-to-end invoice processing workflow
- Maintain and manage accounting documentation system
- Act as coordination point between Finance team and other departments for invoice-related matters
- Provide administrative and operational support to ensure smooth Finance operations

Challenges:

- High volume of invoices with tight deadlines
- Risk of data entry errors affecting payment & accounting records
- Handling urgent payment requests without proper lead time

Decision Making:

- Manage time effectively to meet deadlines of assigned tasks and align with team's overall schedule.
- Recommend process improvements.
- Participate in internal and external regular meetings/updates with team members to share knowledge and exchange opinions
- Propose short-term and long-term training plans for career development.
- Provide self-proposal for a rotation within Finance team.

6. COMMUNICATIONS & WORKING RELATIONSHIPS:

Internal:

Communicate and cooperate with the internal Finance Team, Business Unit team, and other teams

External:

Suppliers – negotiation and settlement for invoice and payment matters

7. KNOWLEDGE, SKILLS & EXPERIENCE:

Knowledge: Degree in accounting & finance, degree in administration is an advantage.

Experience: 01–02 years of experience in the accounting and finance field is an advantage.

Skills: Computer skills, English proficiency

8. COMPETENCIES:

- **Communication Skills:** Clear and professional communication with internal teams and external vendors
- **Attention to Detail:** High accuracy in handling invoices and financial documents
- **Time Management:** Ability to prioritize tasks and meet tight deadlines
- **Data Management:** Efficient handling and organization of accounting records
- **Team Collaboration:** Work effectively with Finance Team and cross-functional teams
- **Problem-Solving:** Identify issues in invoice process and escalate appropriately
- **Basic Accounting Knowledge:** Understanding of accounting principles and documentation requirements