



JOB ADVERTISEMENT

Date: 13 September 2016

QBE Insurance Group is an Australian listed company with a Group Head Office based in Sydney. It is one of the world's top 20 general insurance and reinsurance, with operations in all the key insurance markets. As an industry leader with 130-year history of proven track record, we pride ourselves on the successful delivery and continuous improvement of insurance solutions tailored to meet our partners' and customers' needs. Today, QBE is represented in 37 countries with more than 14,5000 people.

In Vietnam, we have been represented here for over 10 years. Our insurance specialists develop leading-edge products that are customer-focused and provide cover tailored to deal with complex risks or straightforward solutions that meet the needs of our customers. We are looking for a high caliber personnel to join the Ho Chi Minh City Office of QBE Insurance (Vietnam) Co., Ltd.

Accounting Assistant

Supporting Roles:

Accounting Assistant role to support the Financial Controller in Accounting duties as follows:

- Payment order preparation.
- Cash/ Receipt Voucher preparing and booking.
- Invoice issuance and Tax Declaration.
- Payment booking in system.
- Journal booking for accrual in system.
- Expense booking.
- Admin work for the office.
- Other duties from FC from time to time.

Requirements:

- Bachelor Degree in Accounting and Finance is preferred.
- Honest, careful, supportive, able to work in a team as well as independently.
- Fair in English both verbal and writing.
- Comply with company's rules and regulations.
- Computer skill: master in MS Excel, good at MS Word and Power Point.

Interested candidates please send full resume with expected salary & available start date and email to nhan.tran@qbe.com no later than 23rd September 2016.

Only shortlisted candidates will be notified and all personal data will be used for recruitment purposes.