

## JOB DESCRIPTION

**Job title:** General Accountant

**Department:** Finance - Accounting

**Location:** Kon Tum and Gia Lai Provinces

### 1. Company overview:

Biophap is an organization specialized in organic agricultural practices in Viet Nam whose mission is to create and deploy adapted farm management models, using traditional and innovative technologies. We initiate and support local farmers in moving towards a sustainable agriculture.

Our development is based on 3 major pillars: economy, social and environment.

Biophap products are labeled AB (EU), USDA (USA) and JAS (Japan).

1. Spices: Turmeric, Ginger powders and Black Pepper
2. Tropical fruits: Seedless lime, King madarin, Cara Cara orange, Da Xanh pomelo, Banana, Soursop, Avocado, Longan
3. Medicinal Herbs: Goji berry, Jiaogulan, Vervain, Rosemary, Sage

#### *Achievement:*

BIOPHAP's "Agro-forestry project with local ethnic minorities in Kon Tum Province, Viet Nam" is the winning project of "100 Projects for the Climate". The competition was organized by the French Ministry of Environment, to select the most innovative solution against climate change. We aim to organic sustainable agriculture, improve economic, social and environmental conditions of ethnic minorities through applying agro-forestry and permaculture methods.

Link: <http://100projetspourleclimat.gouv.fr/en/>

### 2. Role :

Prepares asset, liability, and capital account entries by compiling and analyzing account information. Documents financial transactions by entering account information. ... Maintains financial security by following internal controls.

Provides financial information to management by researching and analyzing accounting data; preparing reports.

General Accountant must appreciate the need to satisfy regulations set by the Government, international organic standard, company's mission for safe, high-quality produce farmed in an environmentally sustainable manner.

### 3. Responsibilities

The position is responsible for General accountant but not limited to the following:

- Verify accounting documents against posting from AP/AR accountants to make sure final posting into Misa compliance to Accounting regulation.
- Overall review list of documents posted in system and hardcopies to detect which one recorded into Misa without awareness of Accounting department at end of day.
- Monthly/quarterly/yearly prepare, declare and payment for statutory Tax report: VAT, FCT, CIT, PIT... to Government then sufficient filling in timely manner.
- Monthly verify payroll ready for Chief Accountant & General Director approval to pay.
- Check and solve issue related to Accounting transaction, Accounting system issue, supervising Accounting data and file filling.
- Review and ensure proper controls of journals on deposits, prepayments, Cashbook, accruals, allocation of expenses, adjustments of accounts... meeting with deadline;
- Ensure monthly bank statement are reconciled with related ledgers;
- Ensure daily cashbook are reconciled with cash on-hand.
- Assist in month-end, quarter-end and year-end closing procedures;
- Perform Half-yearly AR, AP confirmation with customers, suppliers.
- Assist other tasks required by Chief Accountant.

### 4. Job Requirements:

- **Education:** Graduation from a recognized college or university with a Bachelor in accounting, finance.
- **Experience:** Having at least 03 years' experience in same or used to Local Chief Accountant is a plus
- **Skill :**
  - Good MS Office skills particularly strong capabilities in MS Excel;
  - Able to work independently and highly meticulous;
  - Language Requirements: Proficient oral and written English;
  - Organisim Orientation;
  - Willing to learn and take new tasks as requested;
  - Self-motivation, positive, a strong work ethic and enthusiasm for change.
  - Flexible, effective team work , organizational and interpersonal skills;
  - Willing to travel.

### 5. We offer:

- Permanent full-time Vietnamese contract;

- Attractive salary range from **250 to 500 USD** gross monthly salary with 13th-month pay, competitive reward and benefits according to work performance & achievements;
- Social insurance, health insurance and unemployment insurance according to Vietnamese Labor Law;
- Continuous training and development on the company's products and sustainable agriculture data;
- French Training program with 120 hours per year for classes : languages, yoga, soft skills, organic agriculture;
- Professional, innovative and dynamic work environment.

**6. How to apply :**

Please send your up-to-date Resume and/or your LinkedIn profile to the address: [recruitment@biophap.com](mailto:recruitment@biophap.com)