

## VACANCY ANNOUNCEMENTS 2020

### 01 administrative staff | Finance and Accounting Office

*Position, requirements, and benefits*

School	Position	Job description	Requirements	Benefits
Finance and Accounting Office	+ 01 administrative staff	<ul style="list-style-type: none"> <li>- Check documents of basic construction works according to regulations, and law</li> <li>- Control the data from the cost estimate to the final settlement of the projects</li> <li>- Understand the laws and regulations on financial management</li> <li>- Perform other jobs as assigned by the Head.</li> </ul>	<ul style="list-style-type: none"> <li>- Obtain a bachelor's in Accounting, Auditing with Good grades or higher</li> <li>- Possess at least 5 year-experience in Basic Construction Accounting</li> <li>- Strong background on Tax and Finance</li> <li>- Proficient with Microsoft Office, related accounting software</li> <li>- Achieve a minimum B1 English certificate or equivalent (valid).</li> </ul>	<ul style="list-style-type: none"> <li>- Competitive salary and welfare</li> <li>- Opportunities to attend further training if necessary.</li> </ul>