



ITALIAN TRADE AGENCY
ICE - Italian Trade Commission
Trade Promotion Section of
the Consulate General of Italy
HO CHI MINH CITY

Ho Chi Minh City, January 28, 2019
Prot. n. 0009425/19

JOB ANNOUNCEMENT

THE ITALIAN TRADE AGENCY, HOCHIMINH CITY OFFICE is recruiting for an

OFFICE ACCOUNTANT

(Urgently Required)

The employer:

ICE - Italian Trade Commission, Hochiminh City Office of ITA - Italian Trade Agency.

The Italian Trade Agency (ICE-ITA) is the government agency with diplomatic status which promotes the internationalization of Italian companies, in line with the strategies of the Ministry for Economic Development. ITA provides information, support and advice to Italian and foreign companies.

In addition to its headquarters in Rome, ITA operates worldwide through a large network of Trade Agencies Offices linked to Italian embassies and consulates, working closely with local authorities and businesses. ITA provides a wide range of services overseas helping Italian and foreign businesses to connect with each other, as well as attracting Foreign Direct Investments to Italy.

The Role:

ICE - Italian Trade Commission, Hochiminh City Office of ITA - Italian Trade Agency, is currently seeking qualified candidate for the following job position:

OFFICE ACCOUNTANT (permanent contract, full-time, with 2 months probation period).

The Accountant will be responsible for carry out and assisting in all tasks and aspects of the accounting, Human Resources and administrative process of the Office and to ensure accuracy and efficiency of operations. Previous accounting experience is required for this position.

The Accountant will work under the direct supervision of the Trade Commissioner.

Key Responsibilities:

1. Budgeting, bookkeeping and accounting of the office;
2. Assisting with annual office budget and forecast exercises as required;
3. Budgeting, together with the Trade Analysts, the promotional initiatives (exhibitions, fairs, seminars, workshops, etc.); input promotional initiatives via a specific software (PromoApp) provided by ITA Rome; budget monitoring for multiple promotional activities, which includes updating with estimated costs and final payments to various providers, compile or edit purchase orders; closing of promotional initiatives;



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4. Entering data and uploading documents into various databases;
5. Managing Vietnam and international payment runs, collating invoices to be paid, uploading to the banking system and filing all the documentations required from Italy once paid;
6. Enter all monthly expenses in the Oracle Accounting Application using specific instructions provided by ITA Rome;
7. Compile the end of the month balance sheet reconciliations (Oracle Accounting Banking);
8. Monitoring of invoicing services provided to Italian Companies and send all information using a specific software to the Head Office in Rome;
9. Preparing and submitting paperwork every trimester for Vietnam VAT reimbursement of the office expenses;
10. Managing office' payroll and assisting with performance evaluation, hiring and terminations;
11. Monitoring employees' hours and keeping records about professional development;
12. Handling office management tasks such as for example archiving, inventory, purchase of office supplies and relations with landlords and other providers;
13. Management of the supplier register;
14. Monitoring compliance in the procurement area and carrying out and/or advise about awards procedures for larger contracts;
15. Dealing with supplier's payment queries in a professional manner by order of priority, both on the telephone and e-mail;
16. Assisting with "Amministrazione trasparente", uploading documents in the Amministrazione Trasparente system provided by ANAC (Italian National Anti-Corruption Authority);
17. Developing technical knowledge regarding all procedures through reading all documentations provided by ITA Rome;
18. Performing other related ad-hoc duties to support team as required.

Requirements to GUARANTEE and CLARIFY at the time of application:

- a) applicant must be eligible to work in Vietnam;
- b) applicant must be a Vietnam tax resident;
- c) applicant must be able to show any current and valid passport or ID;
- d) a CV is required;
- e) ^ applicant must provide a criminal records certificate; if applicant is Italian citizen or have any other citizenship he/she must provide corresponding certifications relating to the absence of any criminal sentences as well as pending charges (issued by the Judicial Register and of the Pending Loads);
- f) Language required: A very good communication skills in Vietnamese / English language - understanding, reading, speaking and writing; knowledge of Italian language - spoken and written fluently - preferred;

[^] Concerning letters d) / e): at the time of application it is necessary, at least, to provide a clear proof of the request for documentations.



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- g) applicant must have a National Insurance Number;
- h) applicant must have an active Vietnam Bank Account;
- i) applicant must have a Bachelors' degree preferably in Economics, Business, Accounting, or a related discipline. Master's degree preferred;
- j) advanced computer literacy in Windows OS, MS Office applications;
- k) knowledge of tendering rules and procedures preferred;
- l) good knowledge of ORACLE preferred;
- m) experience with "Amministrazione Trasparente" (Italian National Anti-Corruption Authority) system preferred;
- n) a minimum of one year of experience in a similar role - in the private and / or public sector;
- o) experience of working in an international group would be beneficial;
- p) a strong sense of initiative and responsibility, motivated, self-starter, practical approach to problem-solving, ability to work alone and/or in a team, respecting deadlines, and ability to handle stressful situations;
- q) immediate or short-term availability;
- r) ready to travel internationally when required.

Please note that Candidates lacking the mandatory requirement above mentioned will not be considered and will not receive a response. Only short-listed candidates will be contacted for interviews.

Job Location:

Saigon Trade Center, Unit 2205 - 37 Ton Duc Thang Street - Ben Nghe Ward, District 1 Ho Chi Minh City - Vietnam.

Hours of Work:

Monday to Friday office hours (currently from 8am to 5pm).

Instructions for candidature submission:

Send your CV and self-declaration that verifies the possession of the requirements which guarantees entry to the selective phase ONLY BY EMAIL to: hochiminh@ice.it - Attn. Paolo Lemma (Mr).

The closing date for applications is:

February 15th, 2019 at 17:00 (GMT+7) Time in Hochiminh City.

We reserve the right to close the application window early if we receive a high volume of suitable applications.



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IMPORTANT NOTICE

This selection may be suspended and/or cancelled at any moment and for any reason by the ICE/ITA - Italian Trade Agency in Hochiminh City at its full discretion, without generating any moral or legal commitment towards the candidates, including those fully meeting the job requirements.

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The ICE/ITA - Italian Trade Agency does not discriminate on the grounds of age, sex, sexual orientation, marital status, disability, color, race, religion or country of origin in the application of its employment policies, including but not limited to recruitment, training and promotion.

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Best regards,

Paolo Lemma (Mr)
 Office Director /
 Trade Commissioner