

# **JOB POSITION GENERAL LEDGER ACCOUNTANT**

## **Job Details**

**Reference Number:** XXXXXXX  
**Job Title:** General Ledger Accountant  
**Division:** TTG Holding/Hush&Square Meter Unit – Accounting Department  
**Primary Area of Responsibility:** General Ledger Accountant

**Location:** 21 Nguyen Trung Ngan, District 1, Ho Chi Minh City

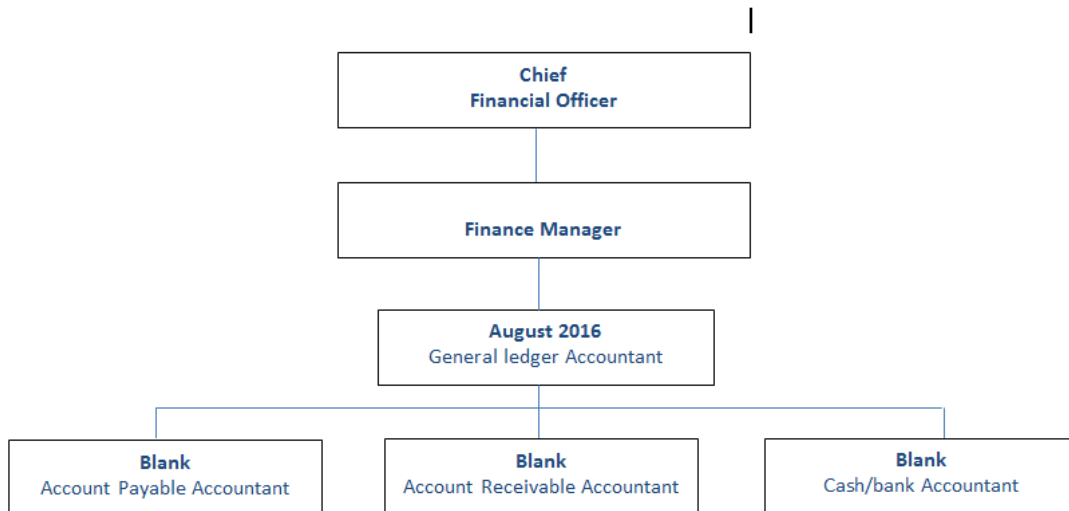
**ROLE SUMMARY:** The position reports to FM or assigned person. He/she is responsible for the maintenance of assigned general ledger accounts. This individual is accountable for the timely preparation of monthly journal entries and the reconciliation of the accounts and related schedules.

## **KEY RESPONSIBILITIES**

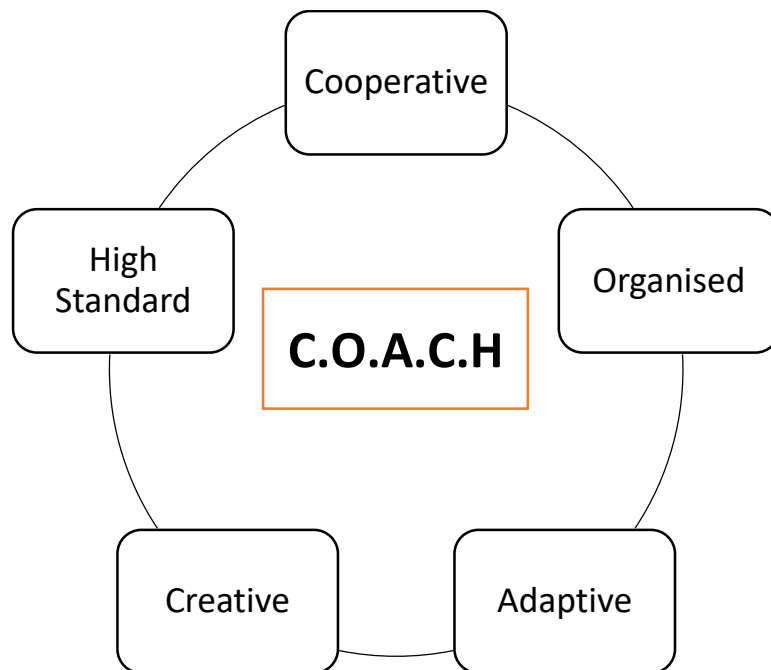
- Prepare monthly financial statement and quarterly tax document schedules
- Prepare and input journal entries (monthly, adjusting, recurring)
- Process all invoices received for payment and for undertaking the payment of all creditors in an accurate, efficient and timely manner on AX System
- Process and monitor incoming payments and secure revenue by verifying and posting receipts on AX System
- Prepare audit work papers for assigned areas of responsibility
- Assist in special projects

## **Focus areas of Responsibilities**

- Prepare monthly financial statement and quarterly tax document schedules – 30%
- Process all invoices received for payment and for undertaking the payment of all creditors in an accurate, efficient and timely manner – 20%
- Process and monitor incoming payments and secure revenue by verifying and posting receipts – 20%
- Prepare and input journal entries (monthly, adjusting, recurring) – 10%
- Prepare audit work papers for assigned areas of responsibility – 10%
- Assist in special projects – 10%



## General Core Competencies for TTG



### Cooperative

Works cooperatively and collaboratively with others to achieve collective goals

- Reaches out to colleagues and cooperates with supervisors to establish an overall collaborative working relationship.
- Show commitment to the team's purpose and goals. Follow on your commitments
- Through constant communication and support, empower the whole team to be more productive reach a higher standard.

## **Organised**

Plans ahead and works in a systematic and organised way. Follows directions and procedures. Focuses on customer satisfaction and delivers a quality service or product to the agreed standards.

- Sets clear objectives, plans activities well in advance and manages time effectively.
- Focuses on customer needs and satisfaction, sets high standards for quality and quantity and consistently achieves set goals.
- Follows instructions and procedures, adheres to schedules and demonstrates commitment to the organisation.

## **Adaptive**

Adapts and respond well to change. Manages pressure effectively and copes well with setbacks.

- Adapts to changing circumstances, embraces change, is open to new ideas and deals effectively with ambiguity.
- Works productively in a stressful environment, controls emotions in difficult situations and handles criticism effectively.

## **Creative**

Works well in situations requiring openness to new ideas and experiences. Seeks out learning opportunities. Handles situations and problems with innovation and creativity. Thinks broadly and strategically. Supports and drives organisational change.

- Learns new tasks quickly, remembers information and gathers data for effective decision-making.
- Produces new ideas and insights, creates innovative products and solutions and seeks opportunities for organisational change and improvement.
- Works strategically to attain organisational goals, develops strategies and takes account of a wide range of issues that impact the organisation.

## **High Standards**

Expects personal performance and team performance to be nothing short of the best.

- Shows a high understanding of business, commerce and finance. Seeks opportunities for higher self-development and career advancement.
- Accepts and tackles demanding goals, works longer hours when necessary and identifies opportunities for progressing to more challenging roles.

### **Role Specific Competencies**

- Proven ability to calculate, post and manage accounting figures and financial records
- Demonstrated organizational skills, attention to detail, and accuracy
- Hands-on experience with spreadsheets and Accounting software
- Ability to manage multiple projects in a fast-paced, hands-on environment
- Ability to navigate ambiguity and work with minimal supervision
- Confidence to state an independent point of view and superior influencing skills
- Excellent oral and written communication skills
- Work experience in Real estate development field is advantage

**Confirmed by:**

**Agreed by:**