

Job Description – Public Bank Securities Vietnam Company Limited

Job title	Senior Finance Executive
Location	Hanoi, Vietnam
Term	Full-time
Responsibilities	<p>We are seeking a skilled and experienced Senior Executive to join our Finance Department, responsibility for:</p> <ul style="list-style-type: none"> • Preparation of budget and strategic planning, monitoring of business performance; • Prepare documentation for payment orders, loan drawdown, loan payment, time deposit documents, and other documents; • Monitor loan repayment and manage bank accounts, maintain sufficient balance for settlement; • Tax and audit activities including coordination with corporate functions; • Ensure compliance with the Group and local policies & procedures. • Prepare summary of funds (daily treasury cash flows); • Prepare reports to SSC, Exchanges, if applicable, and ad hoc reports as assigned; • Perform enhancement of processes or systems; • Review and evaluate performance of branches' business and brokers' KPI;
Requirements	<ul style="list-style-type: none"> • University degree or higher in finance, auditing, accounting, business administration, or related fields; • At least 3 years of experience in working in finance, accounting; • Having ACCA, CPA certificates are advantages; • Excellent communication and interpersonal skills, with ability to work effectively with cross-functional teams at all levels; • Strong organizational and leadership skills, with ability to manage multiple priorities and meet deadlines; • Strong literacy, for writing reports and presentations; • Good command of spoken and written English; • Candidate with experience at Securities, Banking, Fund Management Company is preferred.
Benefits	<ul style="list-style-type: none"> • Outstanding career development opportunities • High performance & dynamic working environment

	<ul style="list-style-type: none">• Great employment benefits• Insurance coverage• 18 days full paid leave per year• Salary review annually• Training & Development• Annually health checkup
Contact	Please submit your resume and cover letter to Human Resource Department – Public Bank Securities Vietnam Ms. Huong Email: hrd@pbsv.com.vn ; careers@pbsv.com.vn