

## OFFICER ACCOUNTING

### A. Company Introduction:

B. Braun Vietnam, a subsidiary of B. Braun Melsungen AG Group - one of the world's leading manufacturers of medical devices and pharmaceutical products and services - now operates one of the largest medical complex in Vietnam and has become a prestigious trademark in Vietnam healthcare market. With more than 1,400 employees nationwide, we develop high quality “made in Vietnam” products, especially our infusion solutions, dialysis solutions and plastic medical instruments have widely been used and appreciated in international and domestic markets. Every service provided by B. Braun Vietnam incorporates the entirety of our knowledge and skills, the company's deep understanding of users' needs and extensive expertise. Our mission is to PROTECT and IMPROVE the health of people around the world. Let's become a part of the B. Braun family and share your expertise.

[www.bbraun.com.vn](http://www.bbraun.com.vn)

### B. Job function:

- Perform a variety of accounting activities in accordance with accounting principles and standards to control the organization's financial resources and ensure that in compliance with all relevant regulations, laws and reporting requirements.
- Account payable:
  - Maintain account payable records in compliance with SOP, current regulation and law.
  - Ensure expense are book to the right cost elements, cost centers.
  - Ensure claims are paid in time according to payment terms set out in contracts, SOP
  - Make accruals at month end for closing purpose.
  - Maintain vendor's master and control Vendor's contact
- Account receivable
  - Book collection.
  - Load Aging weekly & daily.
  - Confirmation letter

- Reconcile scrap
- Follow up customer master.
- Update export invoices
- Bank guarantee
- Manage invoices, Delivery note
- Tax responsibilities
- Prepare VAT declaration
- Prepare Tax refund report
- Other responsibility :
- Can prepare financial report

### **C. Job requirements:**

- Financial/Accounting/University Degree
- Experience in Accounting Payable at least 3 years.
- Experience in VAT Tax declaration and refund
- Familiar with IFRS
- Well understanding and analyzing VAS
- Broad knowledge in tax and other relevant laws.
- Familiar with ERP system ( preferred SAP)
- Good at English both verbal and written.

### **D. Strive for more...**

Motivated and competent employees are our most important assets. We are committed to invest in our people, through continuous career development, on-the-job training and professional qualifications. The opportunities are endless at B. Braun, as we are in a continuous growth phase. You can really drive your own career here and are trusted to do a fantastic job.

Whatever role you are in, you are in some way, shape or form contributing to protecting and improving the health of people around the world. Our team love that they genuinely make a difference!”

### **E. How to apply**

Please send your updated CV to: [recruitment.vn@bbraun.com](mailto:recruitment.vn@bbraun.com)

### **F. For more information, please visit:**

**B** [www.bbraun.com.vn](http://www.bbraun.com.vn)



[www.facebook.com/bbraunvn](https://www.facebook.com/bbraunvn)



[www.linkedin.com/in/bbraunvncareer/](https://www.linkedin.com/in/bbraunvncareer/)

Or contact our Hotline: +84 24 3357 1616 (Ext. 1129)

*“Candidates are always welcome at B.Braun Vietnam. We are an equal opportunity employer and commit to ensure fairness and transparency during selection process as well as in your development later on with us”.*