JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Financial Accountant</th>
<th>Team/Location</th>
<th>Finance/ Vietnam</th>
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</thead>
<tbody>
<tr>
<td>Job Type:</td>
<td>Indefinite</td>
<td>Level:</td>
<td>J/I</td>
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<tr>
<td>Line Manager:</td>
<td>Nguyen Thanh Tuyen</td>
<td>HR Contact:</td>
<td>Le Thi Hang</td>
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<td>Posted Date:</td>
<td>28th July 2011</td>
<td>Expiry Date:</td>
<td>12th July 2011</td>
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Role synopsis

Ensuring that all staff costs & benefit are accounted correctly and balances are reconciled monthly. In addition, is responsible for ensuring accurate implementation of controls on debtors/creditors accounts as well as timely finalization and issue of monthly trial balance

Key accountabilities

- Process ledgers for all related staff costs and benefit
- Co-operate with Human Resort & Tax team in local payroll process, personal income tax (PIT) record & declaration
- Prepare working capitals reporting
- Provide information and clarification to PWC (service company) for expats' PIT
- Control input of data from Maxisun to Sun system for payment and accrual purposes
- Accrue staff & other costs at month end
- Issue debit note to Partners for cost relating to BP staff and secondee
- Sun system administration: create new codes in Sun as requirements
- Run trial balances
- Extract and send new forex and timetable monthly
- Play a backup role of payable accountant, banking accountant
- Any other tasks assigned when needed

Essential criteria & qualifications

- University Degree in Financing/Accounting
- Strong IT skills
- Strong in both English and Vietnamese communication
- Strong in Numeracy

Desirable criteria & qualifications

- 4 or more years of experience in a similar job with multinational company is preferable
- Knowledge in using Sun system
- Excellent in MS Excel

Prepared by: Nguyen Thi Thanh Tuyen
Position: Accounting Service Team Leader
Date: 28th June 2011