



AmCham Vietnam in HCMC Seeking Finance Manager

Organization: The American Chamber of Commerce in Vietnam (AmCham Vietnam or AmCham) was legally established in 1998 in Ho Chi Minh City as an independent, non-profit, and non-governmental business association in Vietnam. AmCham's long-standing mission is to promote trade and investment between the United States and Vietnam and serve as the voice of American business in Vietnam.

Now with more than 550 corporate members and 2000 individual business representative members, including AmCham Da Nang, AmCham is already one of the largest business associations in Vietnam. AmCham strives to continue to be the most influential, strategic, and dynamic business association in Vietnam, which drives innovation and sustainable growth and helps our members succeed. AmCham welcomes American, Vietnamese, and international companies that share our interest in enabling a fair, transparent, predictable regulatory environment that values innovation. We are committed to diversity, equity, and inclusion, as well as environment, social, and governance values and aim to be a community you want to join.

Position Description: AmCham Vietnam is seeking a Finance Manager, beginning immediately in mid June or early July 2023.

The Finance Manager is responsible for the financial reporting as well as the development and implementation of financial policies, accounting procedures, and staff benefits policies.

This position reports to the Executive Director and works closely with the Treasurer and the Office Manager. The position has one direct report, the Finance Specialist.

Key responsibilities:

- Manage AmCham's day-to-day financial operations.
- Prepare financial statements, business activity reports and forecasts.
- Support the Executive Director in the financial planning and budgeting process.
- Supervise the Finance Specialist.
- Develop and implement financial policies, accounting and payment systems, accounting procedures, and staff benefits policies.
- Liaise with auditors to ensure that appropriate monitoring of company finances is maintained.
- Ensure compliance with accounting policies and regulatory requirements.
- Support ad-hoc requests for events and committees.

Desired Skills and Experience:

- Analytical skills, ability to evaluate data and information that affects the organization.
- Communication skills, able to explain financial terms and concepts to non-experts.
- Ability to use Quickbooks.
- Ability to understand international finance and complex financial documents.
- Leadership skills, ability to work as part of the leadership team of an organization; supervisory skills.
- Bachelor's degree in finance, accounting, economics, business, or a related field is preferred.
- At least five years of experience in a professional organization; experience in accounting is a plus.

Interested candidates should send their CV and brief statement of interest to hrrecruiting@amchamvietnam.com