



Interflour Group

Job Description



Job Description

JOB TITLE	
Bank Accountant	
DEPARTMENT / UNIT / COUNTRY	
Finance/IFV/Vietnam	
REPORTING TO	
Treasury Lead/Accounting Manager	
Role	
The job holder will be responsible for bank payments, ensure accuracy of bank payment entries and ensure timely payment	
MINIMUM REQUIREMENTS	
Education / Experience	<ul style="list-style-type: none"> University Degree or above, major in Finance & Accounting Two (2) year working experience in Accounting
Specific Skills (Knowledge, skills and abilities)	<p>Functional skills:</p> <ul style="list-style-type: none"> Fluency in English (speaking and writing) Good proficiency at Ms Office, preferred experience with SAP/ERP Hard-working, teamwork, able to adapt & work under high pressure

AREAS OF RESPONSIBILITY (AOR)	
Header	
Definition	
IN ORDER TO, what results	
<u>To be in charge of Payment Process</u>	
<ul style="list-style-type: none"> Print out payment voucher, check & correct transaction, and sign on the payment voucher Prepare & print TT payment form, check and correct bank name, account name, account number, amount, amount in words, description and date. Attach TT payment form with payment voucher and submit to Senior Accountant to check payment. Submit to Senior Accountant, CFO, General Manager for approval. Obtain chop on TT payment and submit to the bank for payment proceeding. Update to bank book Liaise with the bank to ensure payment Obtain bank slip from the bank, attach the bank slip to the payment voucher Release payment from Cash Module to GL module 	
<u>Bank balance control</u>	
<ul style="list-style-type: none"> Daily update all bank payments to System and strictly follow the payment process Daily update bank balance and prepare Daily Bank Position Reports Weekly reconciliation between cash balance in Banks with cash balance in book. Any differences should be investigated and perform adjustment if necessary. 	