



Finance & Administration

Basic standards

1. Vietnamese Accounting System (VAS)
2. Tax/ Customs Laws – Circulars by Ministry of Finance
3. Labor Law; Social Insurance Law
4. Related Administration Laws issued by Vietnam Governors.
5. STEINSVIK Group's Rules

Work overview



Work performance

Payments & TAX Issue	General Account	Sales & Cost
<ul style="list-style-type: none"> • Tax calculation for CIT • Import – export Report • PIT Tax • Transfer Pricing FCT (Foreign Company Income Tax) • VAT Refund declaration sheet • Classify all costs for Tax declaration. • Control AP & AR with payment term 	<ul style="list-style-type: none"> • Control all figures booking to G/L both Navision System & Misa System • Check all G/L account , BS – PL - TB • Closing all AP as end of year • Checking Inventory balance (02time/yr) • Checking all relevant document for input cost • Fixed Assets Checking List • Financial Report Audited 	<ul style="list-style-type: none"> • Sales records for all invoices • Checking delivery term for all shipments at end of • AP & AR with IC reconcile • To check all in-put invoices related cost • To check all out- put material for all shipments

Pending & Planning

1. Pending	2. Planning
<ul style="list-style-type: none"> • TAX: • Transfer Pricing Report 2017–2018: Done • Transfer Pricing Report 2019–2020: Following • Tax inspection for Finalization Company Income Tax (CIT) 2017 – 2018yr :Done • Custom Inspection (~2018): DONE • Custom Inspection (2019): working • Capital Transfer: reviewing FCT Tax • Registration for Company Changing Name & New CEO 	<ul style="list-style-type: none"> • Trade Union Dept: Review our Internal Rules. • Signing Labor Collective Agreement between Employer & Employee. • New update calculation Machine Man Hour Unit Price (as 31.12.19 result) • To continue update Navision System both Production & Misa Finance VN Management. • Update RD cost for adjustment U.Price • Finance Member's multi skill improvement.