

Job Description – Asset and Inventory Accountant

Position Details

Position Title:	Fixed Asset and Inventory Accountant
Division/ Centre:	Finance & Legal
Department:	Financial and Accounting Services
Campus Location:	Saigon South campus
Job Grade/ Classification:	PSV 05
Time Fraction:	1.0

RMIT University

RMIT is a global university of technology, design and enterprise. Our mission is to help shape the world through research, innovation, teaching and engagement, and to create transformative experiences for our students, getting them ready for life and work. One of Australia's original educational institutions founded in 1887, RMIT University now has 82,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and practical education, applied and innovative research, and engagement with the needs of industry and the cities in which we are located. With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 129-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates. We are a 5-Star university under the QS Stars international evaluation system, and are 21st in the world among universities less than 50 years old (2015 QS Top 50 Under 50 index).

RMIT features among the world's top 200 institutions in 13 of the 30 subject areas in the 2015 QS subject rankings. We are among the world's top 100 universities in Art and Design; Architecture and the Built Environment; Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Aeronautical and Manufacturing); Computer Science; and Business and Management Studies. The University's research was ranked among the best in the world in the 2015 Excellence in Research for Australia evaluation. RMIT was rated "well above world standard" in 13 fields and "above world standard" in a further nine fields.

www.rmit.edu.au

RMIT Vietnam

RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University. RMIT Vietnam is creating an innovative research, teaching and learning culture. We are committed to providing internationally recognised high-quality education and professional training for our students, clients and members of the community.

As an internationally recognised Australian university based in Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. Given its international profile, RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Education and Training (MOET) and are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. The academic programs span from vocational English through to undergraduate, post-graduate and Ph.D. programs. All teaching at RMIT Vietnam is in English.

www.rmit.edu.vn

Position Summary

The key focuses of the Fixed Assets and Inventory Accountant position are:

As the Fixed Assets and Inventory Accountant, you will be responsible for all aspects of fixed assets, small tools and inventory accounting for the University. Be responsible for recording and reclassifying assets and construction in progress into correct category, controlling university's assets and organizing asset stocktake annually to ensure the consistence of physical count and ledger figure.

Reporting Line

Reports to: Senior Manager, Finance

Indirect reports to: Accounting Manager

Organizational Accountabilities

RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff, is up to date.

Key Accountabilities

Leadership and stakeholder management

- Develop and maintain a culture of integrity, continuous improvement and high performance through daily activities with a focus on increasing process efficiency.
- Lead and deliver Asset and Inventory training program for the finance as well as non-finance staff.
- Develop, foster, and maintain effective business relationships with internal and external stakeholders
- Lead, co-ordinate and deliver relevant training programs for RMIT staff. Document and train fixed asset and inventory procedures (for example depreciation policies, obsolescence reviews), ensuring that they are understood and consistently applied across the University.

Fixed Assets and Inventory Management

- Ensure and maintain records in accounting system for fixed assets, small tools and inventory for University ensuring that the relevant balance sheet positions are reconciled to individual line item analyses.
- Ensure that all assets are properly recorded into correct categories and managed in compliance with VAS, local tax & the University's policies. Work closely with Property Services, Procurement and Digital Innovation Services to ensure newly assets purchased are tagged and delivered to the correct departments and locations.
- Process the payments to vendors for construction and purchase of fixed assets, small tools and inventory.
- Responsible for monthly depreciation of fixed assets, amortisation of small tools, inventory allocation and record to the proper General accounts. Support the Accounting team in the monthly closing process through the timely and complete provision of information of fixed asset, small tool and inventory positions.
- Manage asset physical count as set schedule, reconciliation between actual and book; any discrepancy must be analysed and proposed to solve in accordance with accounting standard and University policy
- Manage and verify to assets' owners on assets disposal process and transfer between departments.
- Provide support to Finance Team, Project Leads, and Team Manager to evaluate, analyse, and document capital project spending and organize for capitalization.
- Monitor internal and external audit queries as required, promptly addressing any control issues raised.

Reporting

- Responsible for annual reports of fixed assets and small tools to Head office for group consolidation.
- Produce error-free, timely fixed asset and inventory reports and presenting their results in accordance with our established schedule to assets' owners for confirmation, justification and verification.
- Responsible monthly reports on construction spending and capital expenditures.

Control and Compliance

- Evaluate, improve and maintain processes for fixed asset and inventory management.
- Identify spot errors and suggest ways to improve efficiency and spending.
- Ensure tax consolidation integrity is maintained and ensure that analyses required by the tax team to meet regulatory filing obligations are provided complete and on time.

Key Selection Criteria

1. Good background and working knowledge in accounting environment in a medium to large multi-national organisation (at least 3 years' experience in similar position).
2. Demonstrated experience in using and applying accounting principles and standards, tax laws and regulations and internal control with focus in fixed assets and inventory management.
3. Ability to support the preparation financial statements and note disclosures in accordance with Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS) focus on fixed asset and inventory.
4. Ability to work independently and within a team with a flexible approach to the work environment. Ability to work under pressure and prioritise completing demands.
5. Process oriented, including designing, implementing, maintaining, and executing on strong processes. Focus on the end-users of the process
6. Ability to communicate, and guide, clearly in an international environment
7. Commit to a high quality customer service approach within the workplace.
8. Demonstrated knowledge and experience in using Accounting software such as Sun system and/or standard Microsoft Office applications such as Excel, Microsoft Word.
9. Ability to display appropriate behaviours in line with the position, as per the RMIT Behavioural Capability Framework (Connectedness, Commitment to Excellence – Improve and Simplify; Imagination and Innovation; Impact; Inclusion; Agility). Have working knowledge in accounting environment in a medium to large multi-national

Qualifications and Checks

Mandatory

Degree in Accounting or Finance

Preferred

Postgraduate qualifications for Accounting/Finance

English Proficiency

English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is outlined in the Recruitment, Selection and on-boarding Guidelines and shall be commensurate with the role responsibilities and the engagement with university internal and external stakeholders.

For any role, English Language Proficiency may also be proven by showing successful completion of secondary education to a level qualifying to enter university study while being instructed through the medium of English, as per the RMIT University recognized qualification list.

Work Permit

All foreign employees must adhere to the requirements for obtaining a valid visa and work permit in Vietnam. These requirements are mandated by the Government and may be over and above the mandatory requirements and key selection criteria. Work permit requirements are subject to change. RMIT Vietnam accepts zero tolerance to non-adherence of the immigration laws of Vietnam.

Endorsed:	Signature: Name: Nguyen Thi Huong Giang Title: Senior Manager, Finance Date:	Approved:	Signature: Name: Le Minh Khanh Title: Director, Finance and Legal Date:
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