



JOB ANNOUNCEMENT – GENERAL ACCOUNTANT

The University of North Carolina in Vietnam is a research organization of the University of North Carolina at Chapel Hill, USA. We are conducting studies on new therapies for HIV and TB treatment and prevention as well as health interventions targeting key populations, including people living with HIV, TB patients, men who have sex with men, transgender woman and people who inject drugs. In addition, UNC Vietnam conducts implementation research and service quality evaluations to support health system strengthening and improve the delivery of essential public health services. We are in partnership with clinical trial networks of the US National Institute of Health (NIH) such as the HIV/AIDS Prevention Trial Network (HPTN) and Advancing Clinical Therapeutic Globally (ACTG). We are now seeking a talented and dedicated general accountant to join our team.

Position: **General accountant**
Full-time position. Based in Hanoi.

Report to: Chief Accountant

Position Summary:

The general accountant is responsible for full-cycle accounting duties, including project accounting, project financial control, payroll processing, and managing treasury operations (cash and bank) to ensure that all transactions are recorded timely and accurately, and that all financial records and reports comply with established standards and procedures.

Duties & Responsibilities:

Payments & Transaction Processing

- Review and verify documentation for advances, payments, and advance settlements
- Record expenses in MISA software, then print and sign the accounting vouchers

Accounts Management & Reconciliation

- Prepare and verify accounts receivable and payable reports for employees and partners and communicate any related discrepancies or variances to the Bank Accountant and Chief Accountant
- Remind and follow up with staff to ensure timely settlement of advances
- Remind relevant departmental staff to ensure and facilitate the timely settlement and liquidation of advances extended to partners

Cash management



- Prepare the weekly payment list and submit it to the Bank Accountant
- Generate cash receipt and payment vouchers, and write checks for withdrawals
- Reconcile the cash book balance
- Oversee and monitor the cash inventory

Preparation of Project Expense and Management Reports

- Compile and scan supporting documentation for each report
- Verify data recorded in accounting software
- Control and verify month-end figures related to cash and bank balances
- Review and validate accounts receivable/payable reports for partners and employees
- Reconcile the balances of all general ledger accounts

Contract Management

- Review contracts: Verify remaining budget availability for activity execution; Examine contract payment terms and documentation requirements to ensure validity and compliance with both legal regulations and UNC's internal policies; and Control and mitigate financial risks associated with contractual clauses
- Monitor the disbursement process for partner contracts and agreements on research implementation
- Track the disbursement of grant agreements with provincial partners

Perform other job-related duties per requested

Requirement:

- University degree in accounting
- Minimum 5 years of experience in a general accountant position (or similar role)
- Demonstrated understanding of legal regulations governing accounting, auditing, and taxation
- Solid grasp of accounting standards and principles
- Thorough knowledge of Personal Income Tax (PIT) and VAT regulations.
- Familiarity with standard payment and disbursement procedures
- Understanding of procurement regulations and processes, with a specific focus on those relating to medical equipment and supplies
- Proficient in using Misa accounting software, along with advanced proficiency in Microsoft Office applications (Word, Excel, etc.)
- Sound command of accounting procedures and practices
- Proven ability to prepare financial statements and management accounting reports



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL

- Ability to work under pressure

Salaries and Benefits: Competitive salary

How to Apply:

Interested candidates are invited to email a cover letter with contacts for three references and a CV to Mrs. Nong Thi Thuy at thuyha@email.unc.edu and Mrs. Tran Thi Le Dung at dungttl@unc.edu (in the subject line, please put “**Application for General Accountant**”) no later than **17:00, 31 December 2025**.

We are sorry that only short-listed candidates will be contacted for interview.