



EMBASSY OF THE REPUBLIC OF SOUTH AFRICA
ĐẠI SỨ QUÁN CỘNG HÒA NAM PHI
3/F Central building, 31 Hai Ba Trung Street, Hoan Kiem District, Hanoi

VACANCY - ADVERTISEMENT FOR AN ACCOUNTANT POST

REQUIREMENTS:

- A minimum of 5 years' working experience in financial management, administrative or managerial capacity.
- Applicants must be in possession of relevant post-school qualification.
- Candidate must also be proficient in Vietnamese and English
- Candidate must be computer literate.
- Willing to work long hours/available at short notice to assist in emergency cases
- Understanding of Consulate General/Embassies functions within the host country (added advantage).

DUTIES AND RESPONSIBILITIES:

- Preparation of annual budget , cash-flow and monthly expenditure projections for the Embassy.
- Monitoring financial performance and cashflow management of the embassy and on-going reporting (monthly , quarterly and annually)
- Preparation of the payments, requisitions, payment advices, and other appropriate bank forms, and checking reimbursement claims in accordance with financial management policy.
- Verifying and checking the quotations, invoices and ensuring that supporting documents are accurate and complete prior to processing payment.
- Capturing expenditure/payments and receipt vouchers into the financial management system and verifying transaction/payments against bank statements.
- Preparing transferred staff allowances , local staff salaries and calculating fringe benefits and overtime payments according to the financial management prescripts and local legislation.
- Compilation and submission of VAT , Social Insurance and Unemployment Funds information to relevant authorities.
- Preparation of monthly reports expenditure, including reconciliation and cashbook statements preparation.
- Compiling monthly financial management reports and managing the Mission financial/accounting system and monitoring of expenditures in the Embassy.
- Preparation of account reconciliations and monthly, quarterly, and annual financial reports.
- Petty cash management , disbursements and replenishments including safekeeping of cash and records.
- Monitoring and implementation of internal controls regarding petty cash disbursements , overtime and entertainment payments
- Verifying reimbursement claims to ensure correctness to ensure that they are in accordance with financial regulations and prepare the payment.
- Preparation of bank letters, letters to financial service providers, and other stakeholders.
- Arranging meetings with stakeholders to resolve inquiries related to the outstanding invoices and payments.
- Managing administration relating to the accounts office, maintaining financial records and filing, and preparing for audits and other queries.



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COMPETENCY:

- Attention to details & problem-solving skills
- Financial Management
- Communication skills - proficiency in English and Vietnamese
- Negotiation skills and project management skills
- Good interpersonal skills
- High level of confidentiality
- Planning and organization

SALARY PACKAGE:

Minimum - Maximum salary per annum : USD 11 766 – USD 19 907 excluding fringe benefits

NOTE:

- Applications should be accompanied by a cover/introduction letter , resume (CV), certified copies of education qualifications. Please include post name on the subject of your email.
- **ONLY SHORTLISTED CANDIDATES** will be contacted for interview and will be required to complete and/or submit amongst the other documents :
Application for Employment
Medical/Health Questionnaire
Medical report
Police Clearance Certificate
Original Education Certificates
Proof of Identity Certificate
Proof of marital status (e.g. marriage certificate, divorce decree).
Service certificates in respect of all previous employment.
Solemn undertaking to observe secrecy
- All applications with **COVER/INTRODUCTION LETTER , RESUME (CV) , COPIES OF THE QUALIFICATIONS ONLY** should be directed at the following:
Email: (seoketsam@dirco.gov.za)
Copy : (tshikalangeo@dirco.gov.za)

ENQUIRES: Ms O Tshikalange (tshikalangeo@dirco.gov.za)
Ms S Seoketsa (seoketsam@dirco.gov.za)

CLOSING DATE: 27th March 2026

Applications without the required documents , post name mentioned on the subject line and received after the due date will not be accepted and automatically disqualified.