

**Employer: KCN VIETNAM**

**Title of Internship: Finance and Accounting Intern**

**Division: Finance Department**

**Location: Level 10, 117 Nguyen Cuu Van, W.17, Binh Thanh Dist., Ho Chi Minh City, Vietnam.**

**Full Time, Summer 2022**

**Stipend**

**Description**

KCN Vietnam is a leading industrial real estate developer, providing ready-built factories and warehouses for investors looking for industrial properties. We have projects across the north and south of Vietnam, with over 250 HA of land in our landbank. Currently, we are growing at a fast rate, and we are looking for dynamic young interns to join our rapidly expanding team!

**Responsibilities**

• Responsible for the day-to-day administration tasks of the Accounting Department

• Support and guide end-users or suppliers on accounting processes

• Assist in checking all accounting system, checking related documents

• Other tasks assigned by the direct Manager

**Requirements:**

• 4-year student/Fresh Graduates major in Finance & Accounting

• Strong English skills (Write, read, speak, listen)

• Proficiency in Microsoft Office (Word, Excel, Power Point...) is required

• Having good interpersonal skills and commitment to the accounting profession

• Able to be flexible and able to work independently but also in group

• Dynamic, enthusiastic, high sense of responsibility, integrity with “can do” attitude