



## **Job Description - Finance Officer (Ho Chi Minh City - Full Time)**

Transforma Travel Group is a leading youth travel company. Transforma's family of brands create culturally enriching, off-the-beaten-track, and educational adventures for travellers and students alike. Across all our brands, our mission is the same: to expand minds through transformative travel experiences.

- The Dragon Trip is a leading tour provider for affordable adventure tours across Asia, while The Coyote Trip provides affordable tours across the USA and Canada. Both companies focus on showing the real side of the countries we visit, through engaging backpacking trips that aim to broaden cultural understanding amongst the next generation of global citizens.
- The Learning Adventure is a leading educational tour provider for school and university students, operating educational trips across the globe. The company focuses on offering bespoke itineraries that deliver prescribed learning outcomes and unique, engaging activities to inspire the next generation of global citizens.

Our organization is recruiting an ambitious Finance Officer to join the team at our friendly, fast-paced office in Ho Chi Minh City.

### **Responsibilities:**

- Assisting in the preparation of budgets and financial reports
- Managing records and receipts
- Processing invoices
- Reconciling daily, monthly and yearly transactions
- Developing an in-depth knowledge of organizational products and process
- Providing customer service to clients
- Being a key point of contact for other departments on financial and accounting matters
- Supporting the Finance Manager and executives with projects and tasks when required
- Reporting to the Finance Manager

### **Competencies:**

- Bachelor's degree in Finance, Accounting or Economics
- Intermediate level of written and spoken English
- Advanced MS Excel skills
- High attention to detail
- Excellent analytical and numerical skills
- Sharp time management skills
- Strong ethics, with an ability to manage confidential data



#### Experience:

- Proven work experience as a Finance Officer
- Experience using financial software (Xero experience preferred)
- Experience using customer database preferred but not necessary

#### What do you get from us?

- **Support:** You will receive regular training, and we'll be more than happy to invest time in you to ensure you succeed and develop professionally.
- **Opportunity:** We value quality over quantity so you won't waste time doing work you won't be proud of.
- **Fun, growing team:** The Ho Chi Minh City office is growing its Asia presence - be part of the action and grow alongside us.

#### Compensation:

- 14-day annual leave per year as well as all Vietnamese National Holidays.
- 12-day sick leave per year.

#### How to apply:

- Email [anh.truong@transformatravelgroup.com](mailto:anh.truong@transformatravelgroup.com) with your resume and cover letter.