

Job Description

Tax task responsibility;

1. Clear VAT undue with tax invoice checking
2. Export declaration check and filing
3. Prepare/Keep documents for tax returns
4. Other assign

Accounting Task:

1. Mitigating Control for Accounting

- DC1 CPD postings
- DC2 Unblocking of invoices
- DC3 Changes after posting
- DC4 Recurring entry postings
- DC6 Check of contract availability
- DC7 Check of accordance
- DC8 Document Storage
- DC13 Flat files / Batch-Input

2. Advance Employee and Employee expenses claimed

- Check correctly document for employee payment
- Other assign by Accounting member