



Job Description – Assistant Manager, Asset Management

Position Details

Position Title:	Assistant Manager, Asset Management
Division/ Centre:	Finance & Governance
Department:	Financial and Accounting Services
Campus Location:	Saigon South campus
Job Grade/ Classification:	PSV7
Time Fraction:	1.0

RMIT University

RMIT is a global university of technology, design and enterprise. Our mission is to help shape the world through research, innovation, teaching and engagement, and to create transformative experiences for our students, getting them ready for life and work. One of Australia's original educational institutions founded in 1887, RMIT University now has 82,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and practical education, applied and innovative research, and engagement with the needs of industry and the cities in which we are located. With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 129-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates. We are a 5-Star university under the QS Stars international evaluation system, and are 21st in the world among universities less than 50 years old (2015 QS Top 50 Under 50 index).

RMIT features among the world's top 200 institutions in 13 of the 30 subject areas in the 2015 QS subject rankings. We are among the world's top 100 universities in Art and Design; Architecture and the Built Environment; Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Aeronautical and Manufacturing); Computer Science; and Business and Management Studies. The University's research was ranked among the best in the world in the 2015 Excellence in Research for Australia evaluation. RMIT was rated "well above world standard" in 13 fields and "above world standard" in a further nine fields.

www.rmit.edu.au

RMIT Vietnam

RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University. RMIT Vietnam is creating an innovative research, teaching and learning culture. We are committed to providing internationally recognised high-quality education and professional training for our students, clients and members of the community.

As an internationally recognised Australian university based in Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. Given its international profile, RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Education and Training (MOET) and are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. The academic programs span from vocational English through to undergraduate, post-graduate and Ph.D. programs. All teaching at RMIT Vietnam is in English.

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Position Summary

The responsibilities of Assistant Manager, Asset Management are, but not limited to:

- Accountable for fixed asset and lease asset reports for statutory financial reporting for both local and group, ensuring compliance with Vietnamese Accounting Standards (VAS), Australian Accounting Standards Board (AASB), and other applicable regulations.
- Managing the accounting and tax treatment of fixed assets, leased assets, tools and inventory for the University, in adherence with VAS, AASB standards, as well as relevant RMIT policies and procedures.
- Overseeing asset management process and practices across the University to ensure assets are adequately safeguarded, in accordance with established asset management policies and procedures.

Reporting Line

Reports to: Senior Manager, Finance
 Direct report: 05 seasonal staffs

Organisational Accountabilities

RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff, is up to date.

Key Accountabilities

1. Leadership and Stakeholder management

- Develop and maintain a culture of continuous improvement, effective team collaboration, result-driven performance, business focus, and partnership in a professional manner
- Establish and maintain strong working relationships and communication channels with key internal and external stakeholders, including RMIT staff, vendors, suppliers, professional consultants, tax authorities, and the RMIT AU.
- Design and enhance working procedure (where necessary), guidance, timeline and outcome to team members and relevant stakeholders and make amendments in case any changes in process, where necessary, to ensure targets are effectively achieved.
- Setting clear direction, timelines, and defined procedures to both internal and external stakeholders to drive the achievement of objectives and targets.
- Lead and deliver robust training programs on Asset Management for finance staff, nonfinance staff, and other relevant functional areas to build cross-organizational capability.
- Responsible to recruit and training the seasonal team members with strong collaboration, result oriented team spirit;
- Identify the team's knowledge gap and build up relevant training programs to harness team member' professional competencies;

2. Fixed Asset and Inventory Management function lead

- Manage and ensure all assets are properly categorized and managed in compliance with Vietnamese Accounting Standards (VAS), Australian Accounting Standards Board (AASB), local tax regulations, and University policies.
- Accountable and responsible for accurate monthly depreciation of fixed assets, amortization of tools, inventory allocation, and proper recording in the finance system.
- Review and ensure accurate and timely payments to vendors for assets, tools and inventory acquisitions.
- Oversee asset disposal processes and asset transfers by asset owners, ensuring adherence to VAS and University policies.
- Demonstrate expert-level knowledge of asset management under VAS and AASB to guarantee assets are managed per regulations and University policies.
- Be subject master expert of the Workday system's fixed asset module.
- Other assigned tasks by supervisor.

3. Reporting

- Accountable for accurate and timely fixed asset and lease asset reports prepared under Local Vietnamese Accounting Standards (VAS) and Australian Accounting Standards Board (AASB) for inclusion in annual audited financial statements.
- Lead as key personnel presenting the Finance team in discussions with Local Auditors and Group Auditors on all asset and inventory related subject matters. Prepare thoroughly for auditor inquiries.
- Fully manage monthly fixed asset reports and depreciation schedules under VAS and AASB standards. Rigorously review for accuracy and completeness.
- Review and take ownership of error-free, timely monthly reporting of fixed assets, leased assets and tools to RMIT AU for group consolidation purposes, in compliance with AASB.
- Responsible for monthly reports on capital expenditure and construction in progress for management.
- Manage the thorough reconciliation process between VAS and AASB fixed asset balances, investigating and resolving any differences.
- Oversea and guarantee reconciliations between Trial Balance, General Ledger, and Fixed Asset Schedules are performed under both VAS and AASB standards.
- Provide strategic analyses and recommendations on fixed asset matters to management for decision-making.

4. Stocktake process management

- Setting direction, lead and supervise the annual physical stocktake of fixed assets performed by asset custodians, finance team, and external auditors across all campuses.
- Collaborate and align with head of school and head of division on stocktake schedule, process and resources to ensure stocktake process to be implemented in accordance to asset management policy.
- Manage and supervise the stocktake work carried out by team members to ensure stocktake process is in accordance to VAS and asset management policy.
- Be accountable for developing and delivering training for team members and asset custodians on the objectives, responsibilities, and proper procedures for physical stocktake. Emphasize compliance
- Supervise and accountable for consolidated physical stocktake reports and proactively provide recommendations to enhance asset management protocols based on stocktake findings.
- Manage the thorough reconciliation process between physical counts and system records, ensuring any discrepancies are fully investigated and justified by asset custodians in compliance with local regulations and RMIT policies.
- Ensure Management are provided with accurate, timely and relevant information related to stocktake outcome.

5. Lease Accounting and Project Accounting

Lease Accounting

- Take accountability for the accurate and timely preparation of the lease schedule for annual audit and group consolidation purposes, in adherence to AASB.
- Manage all lease data and guarantee appropriate accounting attributes are applied to leased assets per AASB lease accounting standards. Perform rigorous reviews.
- Oversee lease asset payment schedules and interest rates.
- Fully manage and accountable for accurate monthly recording of lease expenses and proper accounting treatment under AASB and VAS as well as run associated depreciation of leased assets.

Project Accounting

- Setting clear direction on accounting and tax treatments for project costs to guarantee adherence to local laws and regulations. Keep updated on any changes.
- Provide strategic advice to management, school, and division on accounting and tax treatment of project cost focus compliance and tax minimisation to support the success of RMIT expansion plan.
- Manage and ensure project expenditures are recorded accurately, promptly, and in compliance with RMIT financial policies and local regulations.
- Review and accountable for monthly project reporting packages. Ensure timeliness, accuracy, and completeness.

6. Control and Compliance

- Manage all asset, tool and inventory records in accordance with VAS, AASB, and asset management policies and procedures.
- Actively coordinate with treasury team to manage cashflow for capex payment and control University's asset.
- Embed tax and financial risk management into comprehensive advice provided to other functions and teams to uphold regulatory compliance standards.

- Identify opportunities for improvement in asset management processes and systems and formulate strategic recommendations to optimize internal controls and services.
- Ensure timely implementation of tax and accounting guidance from advisors and auditors related to asset management.

Key Selection Criteria

1. Intensive financial knowledge and working background in similar position (from at least 05 years) in a medium to large multi-national organisation, or 05 years' experience in Big4 firms;
2. Strong understanding in both VAS and AASB, focussing about capital expenditure and lease accounting
3. Demonstrated strong experience in using and applying accounting principles and standards, tax laws and regulations and internal control;
4. Ability to work independently while demonstrate strong teamwork with a flexible approach to the work environment. Ability to work under pressure and prioritise completing demands;
5. Commit to a high-quality customer service approach within the workplace;
6. Strong interpersonal and communication skills, with the ability to work effectively with internal and external clients, in order to identify and solve problems causing non-compliance;
7. Demonstrated knowledge and experience in using accounting software such as ERP system and/or standard Microsoft Office applications such as Excel, Microsoft Word;
8. Ability to display appropriate behaviours in line with the position, as per the RMIT Behavioural Capability Framework (Connectedness, Commitment to Excellence – Improve and Simplify; Imagination and Innovation; Impact; Inclusion; Agility). Have working knowledge in accounting environment in a medium to large multi-national.

Qualifications and Checks

Mandatory

Degree in Accounting or Finance

Preferred

Postgraduate qualifications for Accounting/Finance.

English Proficiency

English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS General with a score of at least 6.5 (or equivalent, as outlined in the Recruitment, Selection and Onboarding Guidelines).

For any role, English Language Proficiency may also be proven by showing successful completion of secondary education to a level qualifying to enter university study while being instructed through the medium of English, as per the RMIT University recognized qualification list.

Work Permit

All foreign employees must adhere to the requirements for obtaining a valid visa and work permit in Vietnam. These requirements are mandated by the Government and may be over and above the mandatory requirements and key selection criteria. Work permit requirements are subject to change.

RMIT Vietnam accepts zero tolerance to non-adherence of the immigration laws of Vietnam.

Endorsed:	Signature: Name: Nguyen Thi Huong Giang Title: Senior Manager, Finance Date:	Approved:	Signature: Name: Le Minh Khanh Title: Director, Finance and Governance Date:
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