

Russell Bedford KTC is seeking dynamic and motivated individuals to join our Audit & Assurance team. Depending on your experience level, you will participate in diverse audit engagements for clients across various industries, under the guidance of senior auditors and managers.

1. Key Responsibilities

- Participate in diverse audit engagements, preparing working papers and documentation.
- Conduct analytical reviews, financial record checks, and internal control evaluations.
- Communicate with clients for information and clarification.
- Ensure audit work meets firm standards and deadlines, assisting with reports and management letters.
- Understand and apply audit methodology, procedures, and tools, managing assigned audit sections.
- Prepare financial statements and supporting documentation for audit opinions.
- Support senior professionals in engagements and review client accounting/internal control procedures.
- Maintain complete working files for management review.
- Develop client relationships and industry understanding.
- Continuously enhance professional development and technical competence.
- Perform additional duties as requested by Senior/Manager.

2. Requirements

***For Experienced Audit Staff:**

- 1–2 years of relevant experience in auditing or accounting firms.
- Bachelor's degree in Accounting, Auditing, Finance, or Finance.
- Good understanding of VAS and basic knowledge of IFRS.
- Equivalent professional qualification (CPA Vietnam, ACCA, CPA Australia and ICAEW) would be added advantage.
- Proficiency in MS Office skills (especially Excel and Word)
- Good verbal and written communication skills in both English and Vietnamese
- Possess analytical, critical thinking and report-writing skills
- Have solving and proactive skills
- Excellent interpersonal and communication skills
- Deadline-oriented, hardworking, responsible and willing to learn;
- Ability to work in a team and complete multitask assignments in short terms.

***For Audit Fresher:**

- Bachelor's degree in Accounting, Auditing, Finance, or Business Administration
- Eager to learn and willing to develop a long-term career in auditing.
- Good command of English and MS Office skills.
- Detail-oriented, responsible, and able to work under pressure.

***For Audit Intern:**

- Final year students majoring in Accounting, Auditing, equivalent at University.
- Available for a full-time internship from **December 2025 to April 2026**.
- Enthusiastic, proactive, and willing to learn.
- Good teamwork and communication skills.

3. Benefits

- Professional and friendly working environment with opportunities for learning and career growth.
- Guidance and on-the-job training by experienced auditors and managers.
- Internship certificate upon completion.
- Allowance and other company benefits (for intern position).

4. How to Apply

Please send your CV, Application, Resume should be in English to Admin@ktcvietnam.com with the subject line: [Position] – [Full Name]

Example: Audit Intern – Tran Thi Thanh

Address: 9 Truong Quyen, Xuan Hoa Ward, (District 3), HCMC, Vietnam

Tel: 089 89 12340 (Ms. Truc)

Only shortlisted candidates will be contacted for interview.

Thank you for your interest in career opportunities within Russell Bedford KTC Vietnam