

RMIT Vietnam**Assistant Manager, Tax Governance & Technology****Position Details**

Position Title:	Assistant Manager, Tax Governance & Technology
Division/ Centre:	Operations
Department:	Finance
Campus Location:	Based at the Saigon South/ Hanoi campus but may be required to work and/or be based at other campuses of RMIT Vietnam.
Job Grade/ Classification:	PSV7
Time Fraction:	Full time (1.0)

RMIT University

RMIT is a leading multi-sector university of technology, design and enterprise with more than 90,000 students and 10,000 staff globally. We offer postgraduate, undergraduate, vocational education and online programs to provide students with a variety of work-relevant pathways.

The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work.

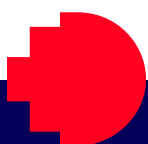
Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo. In Vietnam RMIT has two campuses (Ho Chi Minh City and Hanoi) and an English language centre (Da Nang). RMIT also has a European hub in Barcelona, Spain, as a gateway for European research, industry, and government partnerships. Programs are offered through transnational partners in Singapore, Hong Kong, Sri Lanka, India and mainland China, with research and industry partnerships on every continent.

RMIT Standings in university rankings

RMIT is ranked 125th in the 2026 QS World University Rankings consolidating its reputation as a global leader in education and research. The University is also now ranked 10th in Australia.

The University is ranked 5th globally for its work to reduce inequalities (SDG 10), 30th in supporting decent work and economic growth (SDG 8), and overall 56th worldwide in the 2025 Times Higher Education Impact Rankings.

RMIT has eight subject areas ranked in the top 100 globally in the latest QS World University Rankings by Subject. Four subjects retained their place in the top 50 with Art and Design also maintaining its number one position in Australia. Other standout results included Architecture and the Built Environment, ranked second in Australia and



25th globally, Communication and Media Studies, 4th in Australia and 42nd globally and Library & Information Management coming in at 2nd in Australia and 29th globally. Business and Management ranks 7th in Australia.

www.rmit.edu.au/about

RMIT Vietnam

RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University and was established in the year 2000. As the leading international university in Vietnam with over 12,000 students, RMIT Vietnam has a high-quality, innovative teaching and learning culture, and a growing research and innovation capability. We provide internationally recognised high-quality education and research aligned to the needs of the Vietnam and ASEAN region. As an internationally recognised Australian university based in South-East Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region. Our teaching and research is highly engaged with industry across 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 English Language training through to undergraduate, post-graduate and PhD programs. All teaching at RMIT Vietnam is in English and maintain the same standards as Australia.

<https://www.rmit.edu.vn/about-us>

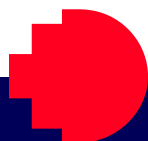
Department Summary

The Finance Department is responsible for ensuring the financial integrity, sustainability and operational efficiency of the organization through effective financial management, governance and strategic support. The department oversees core financial functions including financial planning and analysis, budgeting, accounting, reporting, procurement support, asset management, treasury, compliance and internal controls. Working collaboratively with stakeholders across the organization, the Finance

Department provides timely financial insights, supports informed decision-making and ensures compliance with applicable financial regulations, policies and standards. The department is committed to maintaining strong financial stewardship, driving process improvements and supporting the organization's strategic and operational objectives through efficient and transparent financial practices.

Position Summary

The Assistant Manager, Tax Governance and Technology manages key tax compliance, documentation, review and tax technology workstreams that support the effective operation of RMIT Vietnam's tax function. The role reviews and analyses tax information, coordinates with Finance teams, internal stakeholders, external advisors and other relevant parties, and contributes to the accurate and timely delivery of tax obligations. It also contributes to tax governance, audit readiness, tax data quality, data automation, reconciliation, visualisation and continuous improvement of tax processes, controls, systems and documentation practices in accordance with Vietnamese tax regulations and RMIT policies.



Reporting Line

Reports to: Senior Manager, Reporting and Tax

Indirectly reports to: Associate Director, Finance

Key relationships:

Reporting lines may be adjusted in line with organizational changes.

Key Accountabilities

1. Tax compliance, documentation and review

- Manage key tax compliance workstreams, including preparation and review of tax calculations, reconciliations, working papers and related tax reporting inputs for applicable tax obligations.
- Maintain and review tax records, supporting documentation, working papers and tax schedules to support tax filing, internal review, external audit, tax health check and tax authority inspection.
- Coordinate month-end and year-end tax-related processes, including tax reporting inputs, tax reconciliations, tax provisions and tax-related accounting matters.
- Ensure confidentiality, accuracy and integrity of tax information, records and supporting documents.

2. Tax analysis and risk identification

- Review and analyse tax-related data, transactions, supporting documents and reconciliations to identify discrepancies, documentation gaps or tax risk indicators.
- Prepare tax analysis and supporting information to assist with the review of tax treatments, tax positions and compliance matters within the role's scope.

3. Tax audit, tax health check and advisor coordination

- Coordinate information and documentation to support tax audits, tax health checks, regulatory reviews and information requests from external auditors, external tax advisors and relevant authorities.
- Prepare and maintain tax audit files, reconciliations, supporting evidence, schedules and working papers for assigned tax areas.

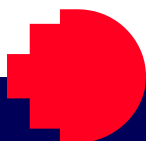
4. Tax technology, data quality and process improvement

- Support tax technology-enabled improvement initiatives, including tax data quality review, compliance trackers, documentation repositories, dashboards, templates and other tools that support tax compliance and audit readiness.
- Use available finance systems, spreadsheets, data tools and templates to support tax data preparation, reconciliation, mapping, exception review and identification of tax risk indicators.
- Work with relevant Finance, systems and process stakeholders to identify practical opportunities to streamline tax compliance activities, reduce manual work, improve tax data visibility and strengthen controls over tax-related information.
- Contribute to the improvement of tax processes, checklists, templates, guidance notes and internal controls to enhance efficiency, compliance, documentation quality and audit readiness.

5. Stakeholder engagement

- Coordinate with Finance teams, internal stakeholders and external advisors on tax-related matters, information requests, documentation requirements and agreed follow-up actions.
- Support the implementation of tax guidance, process updates, risk mitigation actions and compliance improvements across relevant Finance and business processes.

Key Selection Criteria



- Demonstrated 5–8 years' relevant experience in tax and/or accounting within a complex organisation, preferably in an international, education, not-for-profit, foreign direct investment (FDI), or multinational environment.
- Bachelor's degree in accounting, Finance, Commerce, Taxation, or a related discipline. Professional accounting or tax qualifications (e.g., CPA, CA, ACCA, CTA) are advantageous.
- Sound working knowledge of Vietnamese tax regulations, financial reporting and compliance requirements, including VAT, FCT, CIT, PIT, tax administration, invoice requirements and supporting documentation principles.
- Experience preparing, reviewing or coordinating tax calculations, tax returns, reconciliations, supporting schedules, working papers and tax documentation.
- Strong analytical and problem-solving skills, with the ability to review financial and tax information, identify discrepancies or risk indicators and support practical issue resolution.
- Experience using financial systems, spreadsheets, tax data, reporting templates, dashboards or data visualisation tools to support tax reporting, reconciliation, analysis and compliance activities.
- Well-developed organizational and time management skills, with the ability to manage competing priorities, meet deadlines and deliver accurate work with appropriate attention to detail.
- Strong communication and stakeholder management skills, with the ability to work collaboratively with Finance teams, internal stakeholders and external advisors on tax-related matters.
- Ability to contribute to tax process improvement, data quality review, reporting automation, documentation management and system-enabled compliance initiatives.
- Ability to display appropriate behaviours in line with the position, RMIT Values and RMIT Leadership Model.

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).

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.

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.

Background checks

RMIT Vietnam is committed to providing a healthy and safe working, research and learning environment that



enhances wellbeing across our community. As part of this commitment, all new employees are required to undergo background checks prior to commencing employment. Offers of employment are conditional upon the satisfactory completion of these checks. The specific requirements may vary depending on the nature of the role, as outlined in our Background Check Matrix.

Endorsed

Signature:

Name:

Title:

Date: Must filled section

Approved

Signature:

Name:

Title:

Date: Must filled section

