

The banner features a photograph of a modern, multi-story building with a glass facade and a red brick section, set against a clear sky. Overlaid on the image are two text boxes: a red one with 'RMIT Vietnam' in white and a dark blue one with 'Accounts Receivable Specialist' in white.

RMIT Vietnam

Accounts Receivable Specialist

Position Details

Position Title:	Accounts Receivable Specialist
Division/ Centre:	Operations
Department:	Finance
Campus Location:	Based at the Saigon South campus but may be required to work and/or be based at other campuses of RMIT Vietnam.
Job Grade/ Classification:	PSV5
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.

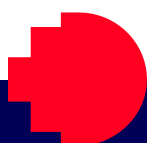
Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo. In Vietnam RMIT has two campuses (Ho Chi Minh City and Hanoi) and an English language centre (Da Nang). RMIT also has a European hub in Barcelona, 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>

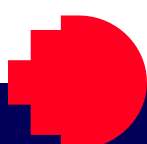
Department Summary

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 Receivable Accountant is to ensure the payments received from students and customers are recorded accurately and timely in ERP (Workday) system and well reconciled against bank statements and is accountable for invoicing processes of SEUP, other revenue, other income in accordance with Accounting Standards, tax laws, and University policies.



Reporting Line

Reports to: Manager, Accounts Receivable & Revenue

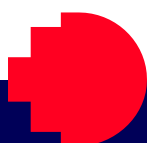
Indirectly reports to: Head, Finance Operations

Key relationships:

Reporting lines may be adjusted in line with organizational changes.

Key Accountabilities

- Stakeholder Management
 - Develop and maintain a culture of integrity, continuous improvement and high performance through daily activities with a focus on increasing process efficiency.
 - Build and develop strong networks and relationships with key internal and external stakeholders including but not limited to RMIT customers, RMIT staffs.
 - Develop and delivery collection process training program for account receivable team members as well as non-finance staff such as Registrar, SEUP, Student Recruitment and Connect to enhance the business process awareness and compliance among the university.
- Collection
 - Manage customers information in ERP (Workday) consistent with Student Academic Management System (SAMS), Corporate Contract or other related documents provided by stakeholders.
 - Accountable for recording the payments received from students and customers via a broad range of banks into our ERP (Workday) system.
 - Verify student information between WD and Student Academic Management System and ensure that the fee collection is recorded into the correct student account.
 - Responsible for student balance update and coordinate with billing team for debt collection.
 - Jointly responsible with Bank Accountant for bank reconciliations between WD and Bank Statements.
 - Responsible for bad debt write off of SEUP, other revenue, other income.
 - Monitor collection service provided by the appointed banker/service provider.
 - Other tasks to be assigned by the manager.
- Invoicing
 - Accountable for invoicing processes and invoice adjustment processes of SEUP, other revenue, other income in accordance with the Vietnamese Accounting Standards (VAS), tax laws, and University policies and procedures
 - Manage and ensure consistency between Student Academic Management System (SAMS), ERP (Workday) and invoice issue software (TS24)
 - Responsible for revenue allocation processes of SEUP, other revenue, other income in WD to ensure the university revenue is recorded accurately, in full, and in a timely manner according to both VAS and Australian Accounting Standards Board (AASB).
- Reporting
 - Responsible for Account Receivable report of SEUP, other revenue, other income and provide analysis and justification for unusual outstanding items to ensure robust control and compliance on account receivable function.
 - Responsible for reconciliation of all Collection Related Account such as Unpresented Receipt, Unapplied Receipt, Unapplied On-Account Payments.
 - Accountable for reconciliation on internal reconciliation platform (Blackline) to ensure Collection related AR accounts are well reconciled
 - Support Assistant Manager, Receivable on Account Receivable report preparation to both Vietnam auditor and Australia auditor related year-end audit and tax audit.
 - Responsible for Value Added Tax output report of SEUP, other revenue, and other income.
- Control and Compliance
 - Ensure collection process and its supporting documents and are complied with local tax laws and regulations
 - Identify areas of improvement and make recommendations in collection process and system application to drive implementation and enhance internal control and services.



Key Selection Criteria

- Relevant tertiary qualification in Accounting, Finance, Commerce, or a related discipline, with 1–3 years' experience in accounts receivable, finance, accounting, or a similar role, preferably within a medium to large organisation.
- Demonstrated understanding of accounting principles, accounts receivable processes, and financial controls, with working knowledge of applicable tax requirements and regulatory obligations.
- Strong attention to detail with the ability to accurately process transactions, perform reconciliations, investigate discrepancies, and maintain high-quality financial records.
- Well-developed organisational skills with the ability to manage competing priorities, meet deadlines, and work effectively in a fast-paced environment.
- Demonstrated commitment to providing high-quality customer service, with effective interpersonal and communication skills and the ability to build positive working relationships with a diverse range of stakeholders.
- Demonstrated experience using financial or enterprise resource planning (ERP) systems, preferably Workday, together with strong proficiency in Microsoft Office applications, particularly Excel.
- Ability to work collaboratively within a team environment while also taking responsibility for individual tasks, with a proactive approach to problem-solving and continuous improvement.
- Ability to display appropriate behaviors 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 6.0 (or equivalent, as outlined in the Recruitment, Selection and Onboarding Guidelines).

Organisational Accountabilities

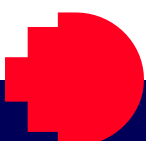
RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, 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: Joanna Salvana

Title: HRBP

Date: Must filled section

Approved

Signature:

Name: Giang Nguyen

Title: Director, Finance Cum Chief
Accountant

Date: Must filled section

