



RMIT Vietnam

Senior Account Payable

Position Details

Position Title:	Senior Account Payable
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:	PSV6
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.

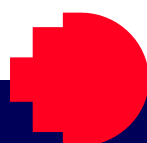
Our three main campuses in Melbourne are located in the heart of the City, Brunswick and Bundoora. Other locations include Point Cook, Hamilton and Bendigo. In Vietnam RMIT has two campuses (Ho Chi Minh City and Hanoi) and an English language centre (Da Nang). RMIT also has a European hub in Barcelona,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

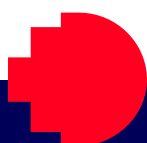
Department Summary

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 Senior Account Payable is responsible for coordinating and reviewing accounts payable activities to ensure compliance with applicable accounting standards, taxation requirements, regulatory obligations, and University policies and procedures. The role monitors and reviews payment processes to ensure the accurate, timely, and efficient processing of payments to vendors, staff, students, customers, and government authorities. The position also supports continuous process improvement, resolves complex accounts payable issues, and contributes to maintaining effective financial controls and service delivery across the University.



Reporting Line

Reports to: Finance Manager, Accounts Payable & Expenses

Indirectly reports to: Head, Finance Operations

Key relationships:

Reporting lines may be adjusted in line with organizational changes.

Key Accountabilities

- Stakeholder Management
 - Foster a culture of integrity, accountability, continuous improvement, and high performance within the Accounts Payable function, with a focus on operational excellence, process efficiency, and service delivery.
 - Build and maintain effective working relationships with key internal and external stakeholders, including University staff, suppliers, professional advisors, and relevant counterparts across the broader organisation.
 - Provide specialist advice and technical expertise on accounts payable processes, accounting treatments, and compliance requirements, supporting consistent application of policies, procedures, and relevant legislation.
 - Support the effective operation of the Accounts Payable function by coordinating workflow priorities, providing guidance to team members, and contributing to business continuity and service excellence as required.
- Pay Process
 - Manage and oversee accounts payable processes to ensure the accurate, complete, and compliant recording of accounts payable and expense transactions in accordance with applicable accounting standards, taxation requirements, regulatory obligations, and University policies and procedures.
 - Review and monitor payment activities to ensure accurate, timely, and efficient payments to suppliers, staff, students, customers, and relevant authorities, while maintaining compliance with legislative and organisational requirements.
 - Provide management and stakeholders with accurate and timely information, reporting, and supporting documentation relating to accounts payable transactions, payment status, and related enquiries.
 - Oversee the delivery of accounts payable support services and enquiry management processes, ensuring responsive, professional, and customer-focused service while maintaining appropriate financial controls and compliance requirements.
 - Provide subject matter expertise on accounts payable processes, accounting treatments, and taxation matters, including the assessment and implementation of appropriate treatment for new or complex transaction types in accordance with relevant accounting standards, legislation, and University policies.
 - Act as a key functional resource for accounts payable systems and related technologies, supporting system administration, process enhancement, user guidance, and continuous improvement initiatives.
 - Contribute to projects, process improvement initiatives, and other duties commensurate with the scope and level of the position.
- Expense Allocation and Accrual Process
 - Responsible for monthly pre-paid expense allocation processes to guarantee precise and timely recording of university expenses per VAS and AASB.
 - Identify, update, and recommend appropriate allocation drivers for shared activity expenses to enable accurate and full recording and reporting of expenses by cost centre and campus in compliance with VAS, local laws and regulations.
 - Lead year-end and month-end accrual procedures in accordance with VAS and AASB standards.
- Tax
 - Responsible for compiling the monthly input Value added tax (VAT) invoice list and input VAT section on VAT returns for all campuses, including input VAT allocation as applicable.
 - Ensure proper calculation and withholding of taxes, including but not limited to Foreign Contractor Withholding Tax (FCWT) and Personal Income Tax (PIT) where relevant, prior to payment processing.
 - Ensure account payable transactions are adequately supported by documentation in adherence to local



laws and regulations as well as University policies.

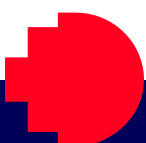
- Reporting
 - Prepare and review accounts payable reporting, expense allocations, amortisation schedules, and related financial analysis to support accurate financial reporting and informed decision-making.
 - Manage intercompany expense reporting and collaborate with relevant counterparties to ensure the accuracy, completeness, and timely resolution of intercompany balances.
 - Monitor and analyse accounts payable trends, balances, and transactions, identifying issues, risks, and opportunities for process and reporting improvements.
 - Provide accurate and timely accounts payable information, reports, analysis, and supporting documentation to management, auditors, tax authorities, and other stakeholders as required.
 - Lead accounts payable reconciliation activities to ensure balances are accurately recorded, fully supported, and reconciled within financial and reconciliation systems, with reconciling items identified and resolved in a timely manner.
- Control and Compliance
 - Ensure accounts payable transactions, records, and supporting documentation are maintained accurately and in compliance with applicable accounting standards, including VAS and AASB, as well as University policies and procedures.
 - Monitor and review payment and expense documentation to ensure compliance with applicable taxation legislation, regulatory requirements, and internal control standards.
 - Identify opportunities to strengthen accounts payable processes, controls, and service delivery, and lead the implementation of process improvements, system enhancements, and best practices to improve efficiency, compliance, and risk management.

Key Selection Criteria

- Bachelor's degree in Accounting, Finance, Commerce, or a related discipline, with a professional accounting qualification or progress towards such qualification being desirable.
- Minimum 5 years experience in accounts payable, financial accounting, audit, or a related finance function within a medium to large, complex organisation, preferably within a multinational, education, not-for-profit, FDI, or similarly regulated environment.
- Strong knowledge and practical application of accounting principles and standards, taxation legislation, regulatory requirements, and internal control frameworks, with the ability to interpret and apply these requirements to complex transactions and business scenarios.
- Comprehensive knowledge of Vietnamese taxation requirements relevant to accounts payable activities, including Value Added Tax (VAT), Personal Income Tax (PIT), Foreign Contractor Tax (FCT), and Corporate Income Tax (CIT).
- Demonstrated ability to manage competing priorities, work independently, and exercise sound judgement while contributing effectively within a collaborative team environment.
- Strong customer service orientation, with a commitment to delivering accurate, timely, and responsive support to stakeholders while maintaining compliance and financial controls.
- Well-developed interpersonal, communication, and stakeholder management skills, with the ability to build productive relationships, influence outcomes, and resolve complex issues with internal and external stakeholders.
- Demonstrated experience using enterprise financial systems and reconciliation tools, with the ability to leverage technology to improve efficiency, reporting, and process effectiveness. Experience with ERP platforms such as Workday is desirable.
- Proven analytical and problem-solving skills, with the ability to identify risks, investigate issues, recommend solutions, and contribute to continuous improvement initiatives.
- 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:

Title:

Date:

Approved

Signature:

Name:

Title:

Date:

