RMIT Vietnam
Finance Specialist, Asset Management

Position Details

Position Title:	Finance Specialist, Asset Management
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 Finance Specialist, Asset Management, is responsible for supporting day-to-day asset management activities within Finance Operations. The role maintains asset records, supports asset transaction processing, prepares reconciliations and reporting, coordinates stocktake activities, maintains supporting documentation, updates Workday asset data, and supports audit, tax and compliance readiness.

The role supports the Finance Manager, Asset Management in maintaining accurate, complete and properly supported asset records that are reconciled to the general ledger and maintained in accordance with RMIT policies, Vietnamese Accounting Standards, Australian Accounting Standards Board requirements, and relevant tax and compliance obligations.

The role provides technical and operational support across fixed assets, leased assets, tools, inventory, capital expenditure and construction-in-progress. It works closely with Accounts Payable, Procurement, Property Services, ITS, asset custodians and other stakeholders to obtain information, resolve data discrepancies, and maintain reliable asset records for Finance Operations.

Reporting Line

Reports to:	Finance Manager, Asset Management
Indirectly reports to:	Head, Finance Operations
Key relationships:	

<u>Reporting lines may be adjusted in line with organizational changes.</u>

Key Accountabilities

1. **Asset Management**
    - Maintain accurate and complete all university asset records across campuses within the financial system for fixed assets (including buildings, machinery, computers, and equipment), intangible assets, leased assets, tools, inventory, capital expenditure, and construction-in-progress, in compliance with both VAS and AASB.
    - Responsible for asset transaction processing in Financial systems, including asset additions, capitalisation, transfers, disposals, write-offs, depreciation, amortisation and related asset movements based on approved documentation and Finance procedures.
    - Manage asset registration, tagging, classification, and inventory activities to ensure data integrity across the asset management system and related systems and functions, such as ITS, PS, etc.
    - Review and validate supporting documentation for asset-related transactions, including purchase documentation, approvals, contracts, invoices, payment evidence, capitalisation, and disposal/write-off records.
    - Identify documentation gaps, unusual transactions, classification issues, incomplete asset information, or potential non-compliance, and coordinate resolution with relevant stakeholders, escalating complex matters to the Finance Manager, Asset Management.
    - Undertake other duties as assigned by the line manager.

2. **Reporting**
    - Responsible for monthly asset-related reporting and reconciliations in compliance with VAS and AASB.
    - Responsible for monthly and year-end asset accounting close activities, including depreciation, amortisation, lease accounting support, asset movement schedules, construction-in-progress updates, and reconciliation of asset registers to the general ledger, trial balance, and supporting schedules.
    - Prepare and provide timely reporting and analysis on asset management, capital works, and work-in-progress are provided to management and key stakeholders.
    - Investigate accounting and reporting discrepancies, unusual asset movements, record mismatches, and documentation gaps, and drive resolution with relevant stakeholders.
    - Support preparation of asset-related reports for local statutory reporting, group reporting, management reporting and Finance Operations deliverables.

3. **Stocktake Management**
   - Responsible for annual physical stocktake process for the whole University, including provision of asset listings, templates, and stocktake instructions.
   - Coordinate with schools and divisions to ensure timely submission of stocktake confirmations and high-quality supporting information.
   - Review and reconcile physical stocktake results against system records, investigate and validate discrepancies including not-found assets, location variances, custodian updates, asset condition changes, and incomplete stocktake responses, and coordinate resolution with asset custodians and relevant stakeholders.
   - Mananging stocktake trackers, discrepancy logs, follow-up records and supporting evidence.
   - Ensure timely and accurate updates of asset records based on approved stocktake outcomes.
   - Deliver and present stocktake reports, highlighting key findings and recommend follow-up actions for Management review.

4. **Compliance, Audit and Documentation Support**
   - Maintain structured, audit-ready asset schedules and working papers to support Finance Operations, audit, tax reviews, and management reporting requirements.
   - Prepare and provide asset-related information and supporting schedules for statutory audits, group reporting, tax reviews, and internal control assessments.
   - Ensure completeness and proper maintenance of asset documentation for acquisitions, capitalisation, depreciation, amortisation, transfers, disposals, write-offs, stocktake, and reconciliations.
   - Ensure readiness for tax reviews by maintaining documentation supporting depreciation deductibility, VAT compliance, payment evidence, and other applicable local tax requirements.
   - Track audit and review findings and coordinate follow-up actions, escalating significant issues to the Finance Manager, Asset Management.
   - Own tracking and resolution of audit and review follow-up items, with timely escalation of complex audit finding and compliance matters to the Finance Manager, Asset Management.

5. **System, Data Quality, Stakeholder Management**
   - Maintain asset master data and perform regular data quality reviews to ensure the accuracy and completeness of asset records, classifications, locations, custodians, and supporting documentation.
   - Liaise with Accounts Payable, Procurement, Property Services, ITS, asset custodians, and stakeholders to gather asset information, ensure timely documentation, and resolve data issues.
   - Provide guidance and support to stakeholders on asset records, tagging, stocktake requirements, documentation standards, transfer and disposal processes, and Asset managment procedures.
   - Coordinate external vendors and short-term outsourced resources supporting annual stocktake activities.
   - Proactively identify and recommend practical process improvements to the Finance Manager, Asset Management.

Key Selection Criteria

- Bachelor's degree in Accounting, Finance, or a related field.
- A minimum 5-6 years of relevant experience in finance operations, asset management, inventory control, audit support, or a related role.
- **Technical Knowledge.** Working knowledge of fixed asset accounting principles, depreciation methodologies, capitalisation requirements, and asset lifecycle management under applicable accounting standards (VAS and/or IFRS/AASB).
- **Practical Experience.** Demonstrated experience in the administration of fixed asset records, stocktake coordination, reconciliations, documentation control, and asset-related reporting within a finance operations environment.
- Strong experience working with ERP systems, assets manageent modules, asset management systems or inventory/accounting tools. Experience with Workday is desirable.
- Strong analytical and problem-solving skills with the ability to interpret asset data and generate actionable insights.
- Demonstrated attention to detail and ability to maintain high levels of data accuracy and record integrity.
- Strong understanding of compliance, governance, audit trail and internal control principles relating to asset records, stocktake, documentation and Finance Operations processes.
- Strong stakeholder management, collaboration and communication skills, with the ability to work effectively across cross-functional and matrix environments.
- Ability to prioritise tasks, manage competing deadlines and work accurately during month-end, year-end, stocktake, audit and reporting periods.
- Proficient written and verbal communication skills including report preparation and presentation skills.
- Appointment to this position is subject to passing a <Insert mandatory check i.e. Working with Children> check.
- 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 6.0 (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.