



Allianz General Lao (AGL), the leading insurance company in Laos, was established in 1990. AGL is a joint venture between the Ministry of Finance of Lao PDR (MoF) and Allianz SE, the world leading insurance and financial services provider. With over 30 years experiences in Laos, the AGL enjoys a very good reputation among local and international customers. We provide friendly working environment, mixture of different culture and competitive salary. Now, we are looking for dynamic employee to join with us in Headquarter office in Vientiane as below position:

Accounting Staff (1 position)

Duty and Responsibility

- Data entry all products of 3 agents (536, 545 and 556) in Vientiane are received before accounting transfer.
- Ensure that provincial expense is deliver on time (Prepare and provide claim payment and admin expenses to agents in provinces)
- Collect and filing VAT and Registry fee payment from provinces
- Data screening before premium receive and Returned document to Commercial department after complete data entry once a month
- Do bank reconcile BCEL TKK (LAK) every month
- Checking motor claims more than 5million kip (Provinces)

Qualifications & Skills requirements:

- Bachelor degree in accounting and finance or related field
- 1- 2 years work experience on accounting and finance
- Skillful on Microsoft office (Word, Excel)
- Be able to communicate in English
- Good interpersonal skill

AGL offers:

- **Competitive salary**
- **Great career progress opportunities**
- **Comprehensive on job training**
- **A friendly and supportive work environment**

Only Laos Nationality is eligible to apply. Interested applicants meeting the above requirements should submit their resume including a recent photo in passport size with cover letter describing your suitability for the role, career aspiration and salary expectation, and copied certificates to AGL Human Resources Department.

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