



JOB OPPORTUNITY – Senior Accountant

VALENTIS – INTERNATIONAL MINING SERVICES COMPANY AT VALENTIS, OUR MOTTO IS “GROWING OUR FUTURE TOGETHER!”

Valentis is an Australian–Myanmar led mining services group operating in Southeast Asia. Established in 2014, Valentis provides turn–key mining services at an international standard. Valentis has over 150 team members from eight different countries, with offices and operations across Myanmar and Laos.

Our key divisions include:

- **Valentis Services** – Valentis Services offers exploration and mining services, including:
 - exploration program management and execution
 - specialist geophysical surveys
 - geotechnical site investigation services
 - resource modelling and estimation
 - aerial mapping and drone surveys
 - GIS services
 - sample assay preparation and analysis
- **Valentis Environmental Services (VES)** – VES provides practical environmental management solutions for the mineral exploration, construction and infrastructure sectors. VES core services include conducting Environmental Impact Assessments, Initial Environmental Examinations and Environmental Management Plans.
- **Valentis Drilling** – Valentis Drilling provides exploration drilling and geotechnical drilling services. Valentis has a diverse drilling fleet including RC, diamond and man–portable drilling rigs.

Valentis is looking for an **Senior Accountant** to assist with establishment of our Laos operations. Reporting directly to the Group CFO/COO and Senior Finance Manager this is an exciting opportunity for an energetic individual who is looking to grow and develop with a dynamic and exciting team!

Key Benefits

- Working with an international team, with diverse project experience.
- Be part of a growing and dynamic company.
- Career development opportunities, including attendance at the “Valentis School of Management and Leadership” and other external training.



Key Responsibilities (Essential Duties and Functions)

- Accounting and Analysis
 - Prepare and records asset, liability, revenue and expenses entries by compiling and analyzing account information
 - Maintains and balances subsidiary accounts by verifying, allocating, posting and reconciling transactions and resolving discrepancies
 - Monthly invoicing and payable management
- Reporting and Policy
 - Preparing monthly accounts and analysis for Valentis and reports for senior management of Valentis and international partners
 - Contributing to the development of new or amended accounting programs and procedure
 - Liaise with Head Office and Branch office for reporting and intercompany expense matters
- Compliance
 - Ensure the integrity of accounting information by recording, verifying, consolidating and entering transactions
 - Ensure compliance with Laos tax requirements including calculation of tax, payment and other reporting (VAT, withholding taxes, corporate income taxes)
 - Assisting with annual audit preparations

Requirements

- Technical skills
 - Prior experience in accounting field and accounting software (essential)
 - Previous experience with Xero accounting software is favourable
 - Analytical with an eye for details and good MS Office skills, particularly with Excel
 - Bachelors Degree in Accounting or finance field
- Management skills
 - Ability to work under pressure
 - Solutions-driven attitude with a strong sense of accountability and responsibility
- Communication
 - English and Laos language skills at high level of proficiency (written and spoken)
- Prior experience with a natural resources or international company (preferable)
- Minimum 5-years working experience