

1. Introduction

HD HHIP is a company focused on the maritime manufacturing business in the Philippines, established by HD Hyundai, the world's leading heavy industry group from South Korea. We are looking to hire the best office staffs for our shipyard.

2. Job Position : **Accounting(Staff)**

This role contributes to calculating the company's profitability and enhancing cost estimation processes through the planning and management of short- and long-term funding and operations.

Additionally, it supports optimal business decision-making by preparing operational budgets in line with management plans, handling tax payments, managing cash and bank accounts, and ensuring the accurate preparation of financial statements.

3. Job Description

■ Cost Management

We formulate the company's business plan and provide various management information through monthly performance management. Each staff, responsible for costs such as material costs, labor costs, and operating expenses, conducts budget management, and based on this, we manage sales and profitability.

■ Accounting

We establish short- and long-term funding plans to support smooth financial operations. We calculate and report corporate taxes, value-added taxes, withholding taxes, and local taxes to the government in compliance with tax laws.

4. Requirement

- Experience : **At least 3 years of experience** in the accounting field
- Education : **Minimum of a bachelor's degree** or higher
- Language Skill : With **good English communication skills** / Korean speaker preferred.
- Coputer Skills : With **good computer application(Excel, Power Point, Words···)**

5. Preferred qualifications

- Candidates who holding a CFA certification
- Working experiences in former Hanjin Shipyard
- Working experiences in other shipyard or heavy industries

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3. Job Description

■ Cost Management

Establish mangement plans / CO closing / Management reporting

Budget management and profit analysis of ship construction including material costs, labor costs, and operational expenses

■ Accounting

Perform monthly, quarterly, annual closing

Prepare Audited Financial Statements

Dealing with external auditors

Filing FS to the authorities

■ Tax accounting

Filing, reporting, and paying CIT, VAT, WHT, Local Govt tax, and others

Dealing with daily tax issues

Dealing with BIR

Dealing with tax audit

■ Cash Management

Establish short- term and long-term funding plans

Manange cash withdrawl, deposit, international and domestic remittance

Manage borrowing, insurance subscription and claims

4. Requirement

- Experience : **At least 3 years of experience** in the accounting field
- Education : **Minimum of a bachelor's degree** or higher
- Language Skill : With **good English communication skills**
- Computer Skills : With **good computer application(Excel, Power Point, Words···)**
- **CPA** (Certified Public Accountant)

5. Preferred qualifications

- Working experiences in heavy industries or other manufacturing business