

WE'RE HIRING

AMK Microfinance Institution is one of Cambodia's leading microfinance institutions, with coverage all over the country. AMK employs over 3,700 staff serving almost 1,000,000 clients in nearly 13,000 villages across Cambodia, 91% of all villages. We are looking for a talented and committed individual to join our diversified team, and offering attractive career prospects across branches and departments of our business.

A job at AMK is more than just a paycheck - we support our employees in their development and growth and help them explore their unique strengths.

Job Title : Internal Audit Officer (01 Post)
Report To : Senior Internal Audit Officer
Location : Head Office
Closing Date : January 30,2024

Job Responsibilities:

- ▶ Do data collection and draft planning including sampling of departments and submit for SIAO review
- ▶ Conduct Risk and Audit Universe to collect updated related processes of the departments and do the risk assessment of each process and submit for SIAO for review
- ▶ Prepare audit program on the selected processes of the departments and submit for SIAO review
- ▶ Conduct internal audit mission at departments and ensure high quality of the audit conduct
- ▶ Provide immediate recommendation as the result of both the compliances, risk and operational audits 6) Draft internal audit report on own findings and report to the SIAO and communicate findings to managements for comments and actions
- ▶ Ensure constant capacity building and up-to-date of AMK's performance
- ▶ Understand related regulations as per assigned by line manager
- ▶ Other tasks required by the HIA/DHIA/IAM/SIAO.

Qualification and Experiences:

- ▶ High self-integrity and commitment are highly appreciated
- ▶ University degree in banking/finance, accounting, business or economics, preferably a specialized accounting degree
- ▶ Either fresh graduate with high potential or having experience in internal audit position or other related positions in MFIs/Bank is an advantage.
- ▶ Good understanding of internal control and practices
- ▶ Good understanding about finance, treasury and fairly good for CIFRS
- ▶ Good computer skills (i.e. Microsoft Office) and good understanding of CBS system or other specific MIS for MFIs
- ▶ Ability to write timely, clear and concise reports on the findings
- ▶ Good written and spoken English, as well as communication and interpersonal skills
- ▶ High motivation and ability to work without supervision and willing to travel to the provinces.

Benefits

<ul style="list-style-type: none">▶ AMK provides a competitive salary package to the employees▶ Salary increment rate every year▶ Khmer new year bonus (100%)▶ Pchum Ben bonus (Up to 50%)▶ Retirement bonus (300%)▶ AMK Pension fund (Up to 84%)▶ Retention bonus (Up to 200%)▶ Seniority payment (Backward & Forward)▶ Incentive (no cap base on performance)▶ Uniform allowance▶ Phone allowance	<ul style="list-style-type: none">▶ Moto rental allowance▶ Medical insurance including dependent (100% no limit) plus overseas treatment for staff▶ Accident insurance 24/7days▶ Birth delivery package (up to 2,400,000)▶ Staff loan (lower rate at 2%)▶ Annual leave 18 days per year▶ Paid Sick leave & maternity leave (up to 6 months)▶ Capacity development and opportunity to promote per job requirement▶ Working condition in accordance to the Cambodian Labor Law
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Interested candidates should apply by sending a CV and a cover letter to: AMK branch and sub-branch offices or Head Office, Building 285, Yothapol Khemarak Phoumin Blvd. (271), Sk. Tomnub Tuek, Kh.Boeng Keng Kang, Phnom Penh, Cambodia or E-mail: job@amkcambodia.com

Attachments:

- A copy of obtained certificates or confirm letter by the University
- A copy of national identification, family book, and certificate of birth
- For additional information, please contact at Tel: (023) 993 062 / (023) 224 763 or visiting website: www.amkcambodia.com
- AMK is an equal opportunity employment. Qualified women and persons with disabilities are encouraged to apply.