

# 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** : **Financial Accounting Officer ( 01 Post )**  
**Report To** : **Financial Accounting Manager**  
**Location** : **Head Office**  
**Closing Date** : **May 06,2024**

## Job Responsibilities:

- ▶ Review/Process payment for staff's reimbursement (Periderm, Staff health insurance) and Settlement payment to supplier on time and properly
- ▶ Posting daily payment transactions into T24 system and timely accurate expenses
- ▶ Credit to staff account of daily cash advance with properly checklist
- ▶ Posting and controlling account receivable and payable
- ▶ Consolidating the monthly withholding tax
- ▶ Prepare monthly bank reconciliation
- ▶ Prepare the monthly detail expense report
- ▶ Ensure timely month end and year end accounting recorded
- ▶ Prepare any report request by internal and external auditor
- ▶ Provide training on Finance policy and procedure to finance and other departments
- ▶ Prepare material for training as required
- ▶ Assist managers to review and comment on Finance policy and procedure.
- ▶ Other duties as assigned by manager.

## Qualification and Experiences:

- ▶ Bachelor Degree in accounting and banking/finance or an equivalent and ACCA is advantage
- ▶ At least 2 years working experience in accounting field or in Micro Finance sector
- ▶ Knowledge on Core Banking system, Ms. Excel, Ms. Word
- ▶ Knowledge on accounting principles and standards (CIFRS) is an advance
- ▶ Knowledgeable of Taxation is as advance
- ▶ Good command of English
- ▶ High motivation and able to work with deadline pressure

## Benefits

<ul style="list-style-type: none"><li>▶ AMK provides a competitive salary package to the employees</li><li>▶ Salary increment rate every year</li><li>▶ Khmer new year bonus (100%)</li><li>▶ Pchum Ben bonus (Up to 50%)</li><li>▶ Retirement bonus (300%)</li><li>▶ AMK Pension fund (Up to 84%)</li><li>▶ Retention bonus (Up to 200%)</li><li>▶ Seniority payment (Backward &amp; Forward)</li><li>▶ Incentive (no cap based on performance)</li><li>▶ Uniform allowance</li><li>▶ Phone allowance</li></ul>	<ul style="list-style-type: none"><li>▶ Moto rental allowance</li><li>▶ Medical insurance including dependent (100% no limit) plus oversea treatment for staff</li><li>▶ Accident insurance 24/7days</li><li>▶ Birth delivery package (up to 2,400,000)</li><li>▶ Staff loan (lower rate at 2%)</li><li>▶ Annual leave 18 days per year</li><li>▶ Paid Sick leave &amp; maternity leave (up to 6 months)</li><li>▶ Capacity development and opportunity to promote per job requirement</li><li>▶ Working condition in accordance to the Cambodian Labor Law</li></ul>
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Interested candidates should apply by sending a CV and a cover letter to all AMK branches and 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](mailto: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](http://www.amkcambodia.com)
- AMK is an equal opportunity employment. Qualified women and persons with disabilities are encouraged to apply.