

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 : Senior Management Accounting Officer (01 Post)
Report to : Finance Analyst Manager/ Head of Finance
Location : Head Office
Closing Date : March 20, 2025

Job Responsibilities:

- ▶ Leading on preparation monthly reports to NBC.
- ▶ Leading on preparation monthly management reports, financial ratios and other financial analysis.
- ▶ Leading on preparation monthly Lender reports and support to Due Diligent project requested by lender.
- ▶ Leading on preparation monthly financial reports by Branch, by Department and by business.
- ▶ Monthly review and validate financial data vs detail checklist or listing are reconciled.
- ▶ Work closely with other department and support them as per related tasks.
- ▶ Queries data from Core banking system for financial analysis purpose.
- ▶ Leading reporting team to build automation internal financial reports or external reports.
- ▶ Support management to prepare other reports to regulator or other stakeholder as per request.
- ▶ Support to external auditor, internal auditor, tax auditor as per related tasks.
- ▶ Keep update to management of new regulations and new compliance issues.
- ▶ Initiate or provide detail usefully process and working to be complied with regulatory.
- ▶ Provide regularly training to finance department related new regulation implementation.
- ▶ Support to management accounting team and other task as assign by manager.

Qualification and Experiences:

- ▶ Bachelor Degree in accounting and finance or an equivalent.
- ▶ Knowledge on accounting standards CIFRS or pleasure in ACCA is an advantage.
- ▶ At least 3-5 years experiences in similar role or in Bank/Micro-Finance sector.
- ▶ Knowledgeable in NBC regulations or NBC reports is a preferred
- ▶ Computer proficiency in Microsoft offices and Core Banking system, SQL, Data queries,
- ▶ Good written and verbal communication in English
- ▶ Flexible and smart, willing to learn new skills and able to work cross-functionally as a team work
- ▶ Honest and ethical, good attitude, good organizing, attention to detail and problem-solving skills
- ▶ Able to work without supervision and able executed the tasks by timeline.
- ▶ Staff supervision, training/coaching.

Benefits

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| <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 based on performance)▶ Uniform allowance▶ Phone allowance | <ul style="list-style-type: none">▶ Moto rental allowance▶ Medical insurance including dependent (100% no limit) plus oversea 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 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
- AMK is an equal opportunity employment. Qualified women and persons with disabilities are encouraged to apply.