

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 : Treasury Assistant (01 Post)
Report to : Senior Funding and Cash Management Manager
Location : Head Office
Closing Date : 15 Aug 2025

Job Responsibilities:

- ▶ Monitor and manage cash balance of all branches
- ▶ Facilitate cash transfer transaction between Head Office and Branches and Overseas
- ▶ Continuously minimize cost of bank transfer charge
- ▶ Manage all bank account and bank specimen
- ▶ Build relation and communication with Bank partners
- ▶ Monitor the cash management with Branches
- ▶ Collect and monitor daily exchange rate
- ▶ Any other tasks required by the line managers.

Qualification and Experiences:

- ▶ Fresh Graduate or year 3/4 in Accounting, Finance and Banking or Economic or qualification in equivalence
- ▶ Good analytical skill
- ▶ Honesty and good interpersonal skills
- ▶ Ability to learn new thing quickly.
- ▶ Good at Microsoft Word and Excel.

Benefits

▶ 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	▶ 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 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

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.