



ក្រុមហ៊ុនមិត្តភក្តិ Mitt Kaksekor Financial PLC

JOB OPPORTUNITY

ACCOUNTANT

The FLD's MITT KAKSEKOR program was initiated and financially supported by New Zealand Aid for International Development (NZ AID) in 2002, soon after FLD was localized and registered. In FLD targeted provinces, that capital fund benefited poor farmers, offering small loans through their Village Revolving Fund Committee for income generating activities.

Responding to its expansion this year **MKK** is seeking **One Cambodian Woman** for the position of **Accountant**. The position will be based in **Kampong Speu Province**.

Responsibilities include:

- Assist to record daily accurate financial transactions using accounting computer software.
- Assist to preparing invoices and receipts for all incoming cash.
- Assist to check receipts thoroughly before entering in the accounting software program.
- Assist with controlling cash on hand, outstanding advances, and managing of bank accounts and reconciliation.
- Assist to monitor every cash flow requested by sale representative.
- Assist to make request for cash advance and cash replenishment.
- Check in stock to ensure the office supplies are sufficiently available.
- Distribute supplies to requested unit or person
- Ensure high efficiency of using electricity, water, telephone, Internet, and other office supplies.
- Manage and control inventory assets to support asset management by utilizing knowledge and understanding of standard Materials Management concepts and MKK policy.
- Record and update a list of all MKK's equipment, furniture, and vehicles and provide code number for each of these for future reference.
- Manage petty cash

Requirements:

- Bachelor of Administration and Management, Account and Banking or equivalent experience
- Two years' experience with NGO on similar theme
- Inter-personal skills and good communication skills
- Good command in spoken and written English
- Be able to work independently, creative, innovative and can meet deadlines
- Computer literate in **Ms Word, Ms Excel, Ms power Point, Quick book**, e-mail and internet.
- Honesty, initiative and creative
- Be able to work independently, creative, innovative and can meet deadlines

Interested candidates should obtain a copy of the job description from the website: www.fldcambodia.org before applying for this position.

Please email your application, including CV and a letter which describes how your skills match the job description, sokvolin@fldcompany.com ; saven@fldcompany.com or send to **FLD** at address # 2929, St. Rong Chak Village, Sangkat Phnom Penh Thmey, Khan Sen Sok, Phnom Penh, Tel: 089 210 607/ 016 836 946 by **20 February 2017**. Only short-listed candidates will be contact for an interview. There will be no return of applications.