

Vacancy Announcement

Caritas Cambodia is an International Non-governmental Organization in Cambodia and has been built on the *values of Love, Concern, Peace, Unity, Sharing and Brotherhood*. Currently, Caritas Cambodia is operating in eleven provinces of Battambang, Siem Reap, Kampong Thom, Kampong Chhnang, Kandal, Takeo, Preah Vihear, Monduliri, Kratie, Stung Treng and Rattanakiri provinces in Integrated Community Development, Sustainable Agriculture, Community Health, HIV/AIDS, Prison, Prevention Eye Care, Community Based Disaster Preparedness, Emergency Response and Rehabilitation, Climate Change and Adaption, Right Based Approach, Advocacy, Gender & Anti-Trafficking, Vocational Skills Development for Youth Development, Friendly Vocational Skills Development for Young Women and Young Mother with Children, Centre for Child and Adolescent Mental Health and Inclusion Program.

Caritas Cambodia is currently seeking qualified and motivated national candidate to fill the position of:

1. Accountant (1 position based in Siem Reap Province)

Major Responsibilities:

- Makes regular fields visit to understand the project implementation as and when required.
- Collect receipts and fill daily cash book after checking all expenses and receipts.
- Ensure up to date list of assets, pay sheets, loans and advance.
- Ensure the good following of procedure and check all voucher/receipt that received from the program.
- To check all the receipts and expenses in the program.
- Prepare the monthly account report for the entire program and submit to National Office.
- Check all monthly budget requests according to budget plan.
- Submit the monthly account statements to National Office in the first week of every month.
- Keep petty cash and maintain proper records and weekly cash counting producers.
- Maintain inventory list and assist in administration work. Goes to the bank as required.
- Follow up and Monitor micro-credit of Community Development and prepare its report.

Qualifications:

- At least 3 years experiences in different accounting, book keeping systems and financial management.
- Experience in working with International NGOs or a company.
- A bachelor Degree in accounting or an accounting related field from an accredited university.
- Good in spoken and written Khmer and English.
- Knowledge of English language and Computer proficiency (Microsoft Office, Accounting Software).
- Strong financial analytical skills with knowledge of multiple donor-financed procedures.

The applicants currently based in Siem Reap or surrounding provinces are encouraged to apply.

Interested candidates are requested to submit Caritas Application Form and their updated CV together with a cover letter to Caritas Cambodia at #158, Lauk Taneuy street, Wat Bo village, Salakamroek, Siem Reap Province, Tel: 063 963 279 or e-mail: glisse.bernadette@caritascambodia.org by Saturday **15th June 2019 at 5.00PM**. Only shortlisted candidates will be contacted for an interview.

Applicants are requested to fill the APPLICATION FORM attached!
Kindly do not attach certificates!!!
Qualified women are strongly encouraged to apply.