

# Finance Volunteer

*Do you want to be part of a dynamic team working with innovative programs across Phnom Penh communities? Then join us!*

You will be joining the Mith Samlanh team, which counts 300 professionals working together to provide innovative social services to marginalized children, youth and families. We have developed a holistic approach in supporting children to go back to their families and continue their education; ensuring young people are in training or employment and supporting families and communities to care for their children. We run vocational trainings for youth and income generation program for caretakers.

## What will you do?

As a **Finance Volunteer** you will help finance team to prepare document and entry financial data into the system.

## Your responsibilities will include the following:

- Filing accounting document
- Prepare document and send to donor
- Check advance outstanding and prepare in order after advance settlement
- Check and prepare document ensure it completeness with supporting document
- Assist Finance department for preparing global audit

## We would like you to have the following:

- Under graduates or fresh graduates of bachelor degree in Accounting and Finance or equivalent
- Knowledge in Microsoft Word, Excel
- Good communication
- Positive attitude towards learning and sharing
- High self-responsibility with strong commitment in team work

**Location:** This position is based in Phnom Penh

**Duration:** Full-time work for 6 months and possible to extend

Interested candidates are requested to submit a cover letter to Mith Samlanh Organization's Address: House#215, St.13, Sangkat Chey Chum Neas, Khan Daun Penh, Phnom Penh City ( north of the national museum) and salary expectations to [hr@mithsamlanh.org](mailto:hr@mithsamlanh.org) with the caption subject: **Finance Volunteer**.

Mith Samlanh is an equal opportunity employer and the successful candidate will be selected based on merit.

The successful applicant will be expected to comply with Mith Samlanh's Child Protection Policy.

Applications must be submitted before **29<sup>th</sup> September 2018** and will not be returned.

Only short-listed candidates will be contacted for interview.