



#everydayheroes #ThinkFamilies #finance #youth #training #business #personaldevelopment

FINANCE ASSISTANT

HELLO FROM MITH SAMLANH



Are you looking for a new finance opportunity? Looking for a meaningful finance role that is rewarding and fulfilling? Would you like to use all your skills to support our team to save lives and build the futures of children and youth?

If you answered 'yes' then you may just be the person we need. Have a look and see if you're a good fit!

- Implement all tasks in accordance with the Mith Samlanh Finance Policy & Procedures
- Conduct weekly cash counts to make sure cashbook is timely and accurate, in line with cash-on-hand
- Posting data entry into proper account codes, budget lines and maintaining all accounting records accurately and timely.
- All transactions must be recorded within the specified Chart of Accounts. New accounts cannot be created without discussion and authorization.
- Responsible for report preparing and scanning all supporting documents for donors requested by Finance Coordinator.
- Record Withholding tax/Purchased in the E-Filling System

APPLICATION INFORMATION

If your answer to any of these is YES, we hope you will consider working with us. Please send your CV to Mith Samlanh's office: No 215, St. 13, Sangkat Chey Chum Neas, Khan Daun Penh, Phnom Penh City (north of the national museum) or email: hr@mithsamlanh.org and let's talk more.

All applicants will undergo an extensive background check in compliance with our Child/Beneficiary Protection Policy and PSEA Policy.

Friends team