



Hello from Mith Samlanh We' re looking for a **FINANCE ASSISTANT**

Are you a not-for-profit finance professional looking to broaden your experience in a nonprofit organization? Would you like to join our teams and partners in building a better future for marginalized children, youth and families?

If you answered 'yes' to any of the above, then you may just be the person we need.

WE ARE

Mith Samlanh was founded in Phnom Penh in 1994. Our vision is together, we protect marginalized children and youth, their families and communities and with them create innovative and exciting opportunities to build their futures. This is done through our Saving Lives, Building Futures and ChildSafe programs which cover a great variety of carefully integrated projects including child protection, migration, harm reduction, education, alternative care, vocational training, social businesses, employment, NGO networks and more!

THE ROLE

As a Finance Assistant, based in Phnom Penh, you will be joining our finance team which is currently expanding. The Finance Assistant ensures compliance with; national laws on tax, social security; finance policies; donor requirements and deadlines, and thus maintains the integrity as a whole as well as the finance department.

Together, with the entire Finance Team, the Finance Assistant offers teams strong supportive services, with transparency and accountability.

Does this describe you?

- You are a dynamic team player who is passionate about working for the protection and education of marginalized children, youth, and their families
- You' re experienced in NGO accounting, finance systems, and QuickBooks
- You' re well-informed and experienced in tax e-filing, NSSF, and NPF in Cambodia.



- You are a native Khmer speaker, and your English is good.

These would be examples of some of your responsibilities. Would you enjoy them?

- Prepare monthly tax payments using E-Filing System, by the monthly deadlines
- Reconcile and send accounts receivables and accounts payables with each relevant Friends Alliance program
- Prepare monthly NPF/NSSF and prepare payments by the deadline.
- Carry out Asset Register updates with Admin team.
- Supervise and guide Cashier to ensure all bank transactions on bank statements are supported by vouchers and recorded
- Support Finance Coordinator with all audit works.
- All monthly vouchers (income, expenses, advances, journal vouchers, etc.) must be entered into QB by 3rd of the month
- Implement all tasks in accordance with the Finance & Admin Policy & Procedures
- Etc.

Sounds good!? Great! Please email your CV with your Cover Letter and salary expectations now to hr@mithsamlanh.org and let' s talk more.

In compliance with our Child Protection Policy and Protection against Sexual Exploitation and Abuse Policy, all applicants will undergo an extensive background check.

Friends team