

## Job Announcement

Mith Samlanh is a Cambodian led non-government organization committed to working with Cambodian street children and their families and communities.

Every day, Mith Samlanh provides vocational training, education, counseling, food, shelter, medical services and various outreach programs to 1800 street children and youths in Phnom Penh.

We are currently seeking qualified Cambodian national to fulfill the position of **Internship in Finance department (One positions)**.

### Main Responsibilities:

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

### Requirements:

- Under graduates or fresh graduates of Bachelor degree
- Good spoken and written English, both English and Khmer.
- Knowledge in Microsoft Word, Excel 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 Head Office**

**Expected Duration of Assignment:** Six months and possible to extend.

Interested candidates are requested to submit cover letter and CV to Mith Samlanh Organization's Address: House#215, St.13, Sangkat Chey Chum Neas, Khan Doun Penh, Phnom Penh City ( north of the national musuem). E-mail: [hr@mithsamlanh.org](mailto:hr@mithsamlanh.org)

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

**Applications must be submitted before 28 February 2023.**

Only short-listed candidates will be contacted for an interview. Cover letters and CVs will not be returned.