



## Financial Reporting Officer

Closing Date: 31<sup>st</sup> May 2019 | Apply to: [job@sathapana.com.kh](mailto:job@sathapana.com.kh)

### Location

- Head Office (02 Positions)

### Responsibilities

- Prepare reports for management such as monthly consolidated Balance Sheet, Income Statement, Financial Covenant, Management Ratio, BS&IS by branch, and Internal Transfer Pricing).
- Prepare Consolidation and submitting reports (daily, weekly, bi-weekly, semi-monthly, monthly, quarterly, yearly) to NBC.
- Prepare and submit monthly, quarterly, and yearly report to creditors.
- Assist in facilitating and consolidating budget.
- Prepare annual budget for NBC.
- Facilitate and consolidate business plan for NBC.
- Prepare regular ALCO meeting materials on financials.
- Prepare documents and assist in audit works with external auditors and prepare audit financial statements.
- Perform other tasks assigned by manager.

### Qualifications

- Bachelor banking/finance, accounting and related fields.
- Good understanding of Cambodian banking rules and procedures
- Good understanding of Law of Taxation, Taxation on Profit in Cambodia, and Carry Certified Tax Agent is a plus.
- Excellent computer skills (include Excel Advance, Excel VBA, the accounting & MIS software, Word, and PowerPoint)
- At least 2 years experienced in financial management and reporting in the bank or micro-finance sector
- Personal management and development ability
- Good communication and interpersonal skills
- Good management and leadership skills
- Hard-working, fast learning, honest and high responsibility
- Be Patient and able to work under pressure

### How to apply

- Interested candidates are encouraged to submit the updated CVs and Cover Letters to [job@sathapana.com.kh](mailto:job@sathapana.com.kh)
- For more information, please contact us via 096 958 7777 / 096 418 2222 or go to [www.sathapana.com.kh](http://www.sathapana.com.kh)