



## Tax Officer

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

## Location

- Head Office (01 Position)

## Responsibilities

- Ensure all tax reporting is declared on time
- Screening GL to calculate and verify withholding tax
- Verify all related tax transaction in order to comply with the taxation law.
- Prepare monthly and yearly tax declaration with supporting document to tax department.
- Coordinate audits by various taxation authorities, External and Internal Audits.
- Prepare soft copy and hardcopy of transactions related to tax for taxation authorities checking
- Prepare document for external audits.
- Responsible for technical support for tax-related transactions:
- Properly and effectively provide support for tax-related transactions.
- Handle the issue and ensure availability to meet the need and comply with taxation law.
- Responsible for providing and refresh training on taxation law
- Prepare and update materials for training related to taxation law.
- Provide training to new staff and refresh training to staff if require.
- 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 tax from 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)