



Are you looking for a new, challenging job opportunity at a not-for-profit, development organisation in a fun team with a great passion for helping others? Child's Dream Cambodia in Siem Reap is seeking an ambitious

Assistant Finance & Accounting Coordinator – Cambodia

Together as a team, we at Child's Dream are here to empower people in the Mekong-Sub-Region. We do this by working in partnerships with communities to improve the health and education of their children, youth and adolescents.

Our Finance & Office Administration Team in Cambodia needs your support with various administrative and financial tasks.

Your duties and responsibilities:

Assist in office administration

- Carry out various administrative duties such as filing, sorting, emails, managing procurement of office stationary and other assets, day to day operation matters
- Make travel arrangements such as booking flights, hotels etc.
- Manage and maintain Child's Dream inventory
- Create and maintain a nice working environment including office site management
- Help organising and executing special events and meetings
- Manage our car pool such as renewal road tax, car insurance etc.
- Liaise with health insurance providers and organise annual health checkups for our employees

Assist in financial tasks and accounting

- Document financial transactions in our accounting software
- Prepare and execute payments, verify documentation
- Cash management
- Online tax declaration
- Monthly declaration and payment of National Social Security Fund Contribution

Assist in legal tasks

- Coordinate with the Cambodian government authorities for tax purposes, reporting to the ministries, social security, licenses, etc.

We are seeking for someone who meets the following criteria:

Education and work experience:

- Minimum 2 years of work experience in the field of office administration and accounting, taxation with online E-filing or a similar field
- a strong interest in working for an NGO
- completed vocational college education in accounting/financial management, office administration or equivalent education

Soft skills:

- great interpersonal skills and verbal and written communication skills,
- good organisational and time management skills,
- an open mind, a positive attitude and the desire to support others,

Hard skills:

- knowledge of appropriate software including Microsoft Word, Excel and PowerPoint

Language skills

- intermediate English language skills

Travel requirements:

- valid driving license

What we offer:

- a full time position in our office in Siem Reap, Cambodia with an unlimited contract
- this is a local position
- a multicultural working environment with a team of more than 10 nationalities
- a working culture based on trust, constant exchange and lean hierarchy and constant learning and development
- Salary range: USD 350.00 to USD 500.00 (the final salary will be decided after the selection process according to your skills, knowledge and relevant work experience)

Did we spark your interest? Wonderful! Please send your full application in English (including motivational letter, salary expectation, resume, two references and certificates of education) to nary@childsdream.org.

The application deadline is **16th April 2023**.

We will of course confirm that we have received your application and get in contact with you again if you are selected for an interview. The interviews will be done on a rolling basis.

Siem Reap, 16th March, 2023