



Job Opportunity with SAMIC Plc.

With the need of expanding the coverage areas of business operations as the result of the growth in its micro-finance business, SAMIC Plc is looking for qualified and dynamic candidates for various positions as follows:

Cashier

Responsibilities:

- ◆ Receive and disburse money in accordance with clients loan requirements, prepare and post all accounting transactions into system and reconcile all branch financial statements on a daily, weekly, and monthly basis.
- ◆ Record and verify all daily transactions into books and ensure correct supporting documents;
- ◆ Check the accuracy and completeness of loan and client documentation including existence, occurrence, rights and obligation, classification, valuation and allocation;
- ◆ Prepare weekly and monthly reports with supporting documents for submission to head office;
- ◆ Maintain the fixed assets inventory and report the status of the assets;
- ◆ Prepare and update the monthly depreciation report and submit to head office;
- ◆ Prepare monthly report on PV, RV, and JV processing and adjustment with correct documents and chart of account numbers;
- ◆ Back up daily, weekly and monthly reports from the computer system;
- ◆ Prepare financial statements including Balance Sheet, Profit and Loss, Trial Balance for consideration by DBM, DPM, and PM and then submission to head office;
- ◆ Prepare draft budget proposal, monitor budget expenditure, and identify the variances;
- ◆ Complete all fi ling of the RV, PV, and JV to ensure that all documents are stored in a safe and secure place;
- ◆ Reconcile monthly account as per balance sheet items, Profit and Loss Accounts;
- ◆ Perform other tasks as may be assigned by the BM/PM.

Requirements:

- ◆ Bachelor Degree or under graduate in Accounting, Finance and Banking or the related field.
- ◆ Good interpersonal skills,
- ◆ Hardworking and a self-motivated person.
- ◆ Willing to learn new things and a quick learner
- ◆ Attention to details and simplicity

Application Information

Interested applicants are invited to submit a cover letter together with updated CV, a recent photograph (4 x 6), and **expected salary** to **DHRM in charge Recruitment and Training** of **SAMIC PLC** at the address below:

Head Office in Phnom Penh:

#C 57-61, St. Cheerfulness, Sangkat Tuek Thla, Khan Saensokh, Phnom Penh. E-mail to:

DHRM-keo@samic.com.kh, or www.samic.com.kh

Tel: 071 326 2222, 093 80 76 88.

Closing Date: 30 August 2018

Women and disable persons are encouraged to apply. Only short listed applicants will be contacted for interview.