



**ANNOUNCEMENT**

**SEILANITHIH LIMITED** is a Cambodian local company dedicated to provide Credit and Savings Services to Cambodian People to improve their Standards of Living through creating new business, expanding business legally within twenty five branches in **Phnom Penh-Kandal, Pursat, Battambang, Banteay Meanchey, Malai, Siem Reap and Kampong Cham Provinces.**

**SEILANITHIH LIMITED** is seeking for **1 Accounting Manager** to be based at Head Office of Seilanithih Limited.  
**Accounting Manager**

- Category: Accounting/Finance and Banking
- Location Phnom Penh
- Schedule: Full time
- Deadline: 05 November 2014
- Benefit: Khmer New Year bonus, Pchum Ben Bonus, Cloth allowance, Insurance and another

**1 Main Responsibilities**

Main responsibilities are to prepare accurate, clear and timely accounting transaction and financial report for the whole The Company.

**2 Tasks**

- Develop code of account of HO vouchers
- Develop code of account in Credits system
- Import data from Credits to ACCPAC system
- Record accounting transaction into ACCPAC system
- Participate in cash deposit and withdrawal in case of much amount
- Prepare and adjust accounting entries of branches and the whole Company
- Sign on the vouchers of incomes and expenses for Head Office
- Manage and ensure HO accountant's work is efficiently
- Assist supervisor in managing the tasks in Finance Department
- Be acting Head of Finance Department when he/she is absent
- Check vouchers and transaction reports at branches
- Verify each accounting balance of branch correctly and timely
- Make sure to prepare the Company financial report correctly, clearly, and timely complied with the standard of National Bank of Cambodia and International accounting.
- Monitor and improve works related to accounting transaction of accountants at branches and head office
- Monitor and verify accounting transactions of accountants at Head Office and branches in order to make sure that it is accurately
- Monitor the expenditures at branches to make sure the compliance with finance policy.
- Coaching and training to all accountants on technical accounting to enhance their knowledge and skills.
- Prepare financial reports of branches timely and accurately.
- Prepare financial report of the whole Company timely and accurately.
- Advice to supervisor about difficult and easy methods and technical of accounting in the purpose of improvement.
- Cooperate with Internal Audit team in checking accounting and financial documents.
- Perform other tasks assigned and suggested by supervisor in term of the Company.

**3 Requirements for the position**

- Understand about vision, mission, regulations, and other principles of Seilanithih;
- Holder of Degree in Finance or Accounting;
- At least 3-year experience in a Accounting;
- Influential in written and spoken English;
- Skills in communicating, reporting, decision making, problem solving, and interpersonal skill.

*How to apply:*

Interest candidates are invited to bring us a CV with recent photograph, Cover Letter, copies of Family Book, Birth Certificate National ID Card, Official Certificates and other supporting documents to: **Human Resource Department**, Head Office of Seilanithih Limited: #1FS 2FS, Street 516, S/K Boeung Kork I, Khan Toul Kork, Phnom Penh

**Contact Detail**

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