

Job Opportunity

Maritime Specialized Bank Plc is a private digital bank that offers a variety of financial products tailor-suited to the needs of all types of clients. The bank is especially interested in helping small and medium-sized enterprises in Cambodia start, grow, and expand their horizons. MSB is a subsidiary company of Maritime Development Group, the well-known development in Cambodia. MSB received the approval full license from National Bank of Cambodia as Specialized bank on March 19, 2019. To respond our progress, we are looking for the potential and qualified candidates to join with us as;

Position : Senor Finance Officer (01 Position)

Location : Head Office

Salary : Negotiate

Deadline : 15 April 2024

Job Responsible

- Oversee the maintenance of accounting books and manage month-end and year-end closing procedures.
- Prepare and monitor bank reconciliations to ensure accuracy and completeness.
- Supervise the preparation of Daily, Weekly, Bi-Weekly NBC reports and upload them into BSRS.
- Process payment requests to the group and manage all payments in the bank.
- Maintain the fixed asset register and conduct physical checks and counts in accordance with company policy.
- Coordinate with internal and external auditors to facilitate audit processes.
- Monitor and ensure compliance with National Bank of Cambodia (NBC) and General Department of Taxation (GDT) laws and regulations.
- Prepare monthly and yearly tax declarations accurately and in a timely manner.
- Handle incoming and outgoing correspondence with relevant authorities.
- Provide support to the Finance Manager and executives on various projects and tasks as required.
- Perform any other tasks assigned by management as deemed appropriate.
- Reconcile financial records, including bank statements, accounts payable, and accounts receivable ensure all entries are accurate and that transactions are reported in accordance with accounting standards and government regulations.
- Oversee and monitor overall accounting process to timely report to his/her manager.
- Flexibly rotate tasks and responsibilities whenever necessary.

Job requirement:

- Bachelor's Degree in Accounting/Finance or a related field.
- At least 3 years working experience in Finance and Accounting.
- Solid understanding of management accounting principles and financial reporting techniques, particularly in the banking sector.
- Proficient in PC/systems literacy, with strong Excel skills.
- Proficient in English, both written and verbal.
- Ability to work effectively under pressure and meet tight deadlines.
- Have Good knowledge in Law on Taxation, Cambodia Accounting Standard, NBC Regulation, CIFRS.
- Strong analytical and management report writing skills.
- Openness to travel as required.

Interested and qualified candidates, please submit your updated cv along with cover letter to our Head office at **237E0, Mao Tse Tung Blvd, Sangkat Tuol Svay Preyl, Khan Boeung Keng Kang, Phnom Penh** or send your cv to jobs@maritimebank.com.kh before deadline. For more detail, contact us **023 222 169 / 069 777 269**.