



Employment Opportunity

HML Law Group & Consultants in partnership with HML XAT Consulting Co., Ltd. has positioned itself to be an integral part of the dynamic legal, business and development environment in the Kingdom of Cambodia. We stand ready to offer our services to a client base of Cambodian and international individuals, businesses, institutions, organizations and charitable or philanthropic entities, so that they can develop and implement their plans and relationships in Cambodia with security, confidence and success. With our fast growth, we are now seeking for customer-oriented and motivated individual to join our team in the following positions:

Position	: Finance Officer (1 Position)
Job Term	: Full Time
Location	: Phnom Penh
Reporting to	: Senior Position/Directors
Subordinator	: Yes

1. TASKS:

- Monitoring Account Payable and Account Receivable report.
- Properly recorded transactions into accounting system, preferably knowledge of PC Law
- Daily bank and cash reconciliation.
- Collection of outstanding payment.
- File and maintain accounting documents.
- Monthly checking accounting transaction.
- Perform other tasks as assigned.

2. RESPONSIBILITIES:

- Ensure accuracy and quality of tax and accounting records.
- Ensure the completeness and correctness of all documents to be sent to Clients or other Staff.
- Maintains custody of documents to ensure copyright handling.

3. QUALIFICATIONS:

- Age: 21-35 years.
- Bachelor Degree and above major in Tax, Accounting, Finance or Banking.
- At least 1 year of progressive experience relating to tax work.
- Able to use Microsoft Word & Excel (PC Law knowledge is preferable).
- Good at speaking, reading and writing English, knowledge of Chinese is preferable.
- Dynamic, pleasant, hardworking, honesty, and healthy.
- Good organizational, interpersonal and communication skill.

4. SALARY

Salary and benefits will be commensurate with knowledge and experience.

HOW TO APPLY:

Interested applicants should submit their CV along with supporting certificates to our office or by email: hr@hml.com.kh , no later than 31st January 2020. Only shortlisted candidates will be contacted for interview.