



## INTERNSHIP OPPORTUNITY

Cambodia Airports develops and manages Cambodia's network of international airports located in Phnom Penh, Siem Reap, and Sihanoukville. Its teams plan and design the development of airport infrastructure, build and maintain the facilities, handle commercial activities and provides services to stakeholders, including The Royal Government of Cambodia, passengers, airlines, and tenants.

Since its inception in 1995, Cambodia Airports has generated immense economic and social benefits for Cambodia by connecting the country to the world. Its leadership in airport development and operations translates in advanced working environment, staff benefit, and Corporate Social Responsibility policies.

Currently, we are seeking potential candidates to fill the positions of **Finance Trainee** at one of the 3 international airports.

**Position:** Finance Trainee (01 position – 03 months)  
**Department:** Finance - Business Unit  
**Location:** Phnom Penh International Airport

### General Responsibilities:

- Prepare, review and check cord of Purchase Order from Purchasing Department;
- Review payment voucher, register cost code and its supporting before submitting for approval signature;
- Assist to review month end closing account and reporting;
- Handle and respond to query of internal and external customers;
- Managed office stationery and refreshment;
- Summary and follow up contractual contract;
- Perform all administrative tasks for Finance-BU department including sharing company information to all staff under Finance-BU and Purchasing department.

### Job's Requirements:

- ✓ Fresh graduates or university students in Finance or Accounting or any related field;
- ✓ Having experience in the related field is an advantage;
- ✓ Good knowledges of English;
- ✓ Good Knowledges of computer skills (Microsoft Offices, Email & internet);
- ✓ Good interpersonal and communication skills;
- ✓ Punctuality, team spirit, and can-do-attitude;
- ✓ Be available to work from Monday to Thursday (08:00-18:00) and Friday (08:00 – 17:00).

**Deadline:** 12<sup>th</sup> April 2019 by 5:00 p.m.

Interested applicants should submit CV and cover letter to:  
Phnom Penh International Airport  
Administrative Building  
PO Box 1256 – National Road N° 4

Or contact through email: [pnh.career@cambodia-airports.aero](mailto:pnh.career@cambodia-airports.aero)

Only short listed candidates will be contacted for further selection process.  
The submitted documents will not be return.