

JOB ANNOUNCEMENT

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 inviting qualify candidates to fill below position in Sihanouk International Airport.

Accounting Trainee (01 position)

Department: Finance

Location: Sihanouk International Airport

Key Objective:

- Assist in all cash collections and issuance of petty cash to claimants as when required;
- Responsible for the Finance store such as ensure that the store is tidy at all time, under locked and only accessible by authorized personnel as well as filing all document;
- Obtain daily flight status from Ground Handling department and update daily passenger, aircraft movement, aircraft types and peak hour statistics into Ms-Excel file;
- Ensure that all advances and payments are liquidated on a regular basis
- Prepare journal voucher and update into accounting system.

Any Interest candidate should possess the following qualification and skill:

- Fresh graduated bachelor degree of accounting & finance is advantage.
- Proficient in MS Office.
- Strong analytical, organizational, and interpersonal skills
- Good communication and interpersonal skills
- Ability to thrive in a fast-pace environment
- Ability to work under pressure with a positive attitude and cope with tight deadlines

Deadline: 10th April 2019

Interested applicants should submit CV and cover letter to:

Sihanouk International Airport

P.O. Box 9545. National Road N° 4, Tmor Thum Village, Ream Commune, Prey Nop District,
Sihanouk Province, Kingdom of Cambodia

Or contract through **Email:** kos.career@cambodia-airports.aero
Telephone: [012 333 524](tel:012333524), extension number: 3273

Only short listed candidates will be contacted for an interview.