



JOB ANNOUNCEMENT

Under a public-private partnership with the Royal Government of Cambodia, Cambodia Airports holds the concession for the development and the management of the Kingdom's three international airports in Phnom Penh, Siem Reap and Sihanouk Province.

We are inviting qualified candidates to fill below position in **Phnom Penh International Airport**:

Position: Assistant Credit Controller – A/R (1 position)

General Responsibilities:

Assistant Credit Controller is responsible for daily support to Credit Control Manager-Billing & Collection relating administrative and account receivable matters.

Key job activities:

The functions of **Assistant Credit Controller** include, but not limited to the following:

- Assist in following up with customers for debt collection.
- Liaise with customers for WHT and VAT with all supporting requirements.
- Perform regular cheques collection and deposit in approved bank accounts.
- Coordinate with 3 Airports (Finance Department) for information and documents collection as and when assigned or required.
- Report to upper management if the amount collected is not in accordance with the invoice or outstanding amount or any related irregular situation.
- Compile and file all supporting documents according to the related established and approved policies and procedures.
- Participate in both internal and external audits as assigned by superiors in accordance with the requirements of the company and other accounting standards.
- Performs other duties assigned from time to time by the immediate superior(s).

Requirements:

- Cambodian legal working age.
- Bachelor degree in Finance, Accounting or related field or higher degree is advantage.
- Professional experience at least 1 year in finance, account receivable is a plus.
- Excellence in Chinese and English communication in both writing and speaking.
- Excellent interpersonal, communication and negotiation skills
- Computer literate - Microsoft offices (Words, Excel, PowerPoint)
- Willing to learn new things
- Ability to work independently with less supervision and meet deadlines.
- Ability to work under pressure.
- Loyal, confident, and highly motivated person.
- Can-do attitude.

Deadline: 24th August, 2018

Interested applicants should submit CV and cover letter to:

Phnom Penh International Airport
Administrative Building
PO Box 1256 – National Road N^o 4

Or contract through **Email:** career@cambodia-airports.aero
Telephone: [023 862 800](tel:023862800), extension number: 1312
Only short listed candidates will be contacted for an interview.