



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 seeking potential candidates to fill the position of **Finance Trainee** at one of the three international airports.

Position of: **Finance Trainee** (01 position)

Location: **Phnom Penh International Airport**

Main Responsibilities:

Finance Trainee shall be responsible for:

- Keep all confidential information which come to know or interact with in very high and strict manner
- Attend to suppliers for payment/ cheque release
- Receive invoices from suppliers
- Receive expense claim from individual staff/manager
- Record invoices in ACCPAC
- Copy/sort out original invoices for VAT filing
- File payment vouchers after release chq/cash to supplier
- Coordinate with other departments

Requirements:

- Cambodian legal working age
- Fresh graduate, Bachelor's Degree majoring in Finance and Accounting or other related field
- Certificate or experience in accounting field is a plus
- Computer proficiency: Microsoft office, Advance Excel, Access
- Ability to communicate in both writing and speaking English and Khmer
- Loyal, confident, and highly motivated person
- Can-do attitude

Deadline: **30th October 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 contact 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.