

## **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.

### **Accounts Executive (AP) (01 position) (Re-announce)**

**Department: Finance**

**Location: Sihanouk International Airport**

#### **General Responsibilities:**

To handle payroll functions, general ledger bookkeeping. Managing client accounts and payment schedules. To ensure financial information and documents monthly, quarterly and annual basis are correct. Collaborate with team members to provide necessary financial reports as well as the preparation of tax document. Assist with other accounting projects and any other tasks which may be assigned by superior.

#### **Any Interest candidate should possess the following qualification and skill:**

- Legal working age;
- Possessed a degree in accountancy recognized by the Ministry of Education or equivalent professional accountancy qualifications such as ACCA, CPA, CIMA, etc.;
- At least 5 years of post-qualifying accounting experience preferably in the private/public companies and with at least 1 years' auditing experience;
- Hands-on experience in ACCPAC/SAGE300 Accounting System;
- Proficient in MS Office, namely Word, Excel, and PowerPoint;
- 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;
- Hands-on, meticulous, analytical and independent.

**Deadline: 12 February 2020**

#### **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](mailto:kos.career@cambodia-airports.aero)  
**Telephone:** [061 666 012, extension number: 3279](tel:061666012)

**Only short listed candidates will be contacted for an interview.**