



Vacancy Announcement



Exciting Career Opportunity

Foreign Trade Bank of Cambodia (FTB) is the first commercial bank in Cambodia, a truly local bank trusted since 1979. FTB has been providing customers with safe and reliable banking services. With the vision to be the preferred commercial bank in Cambodia, we continue supporting customer to grow and prosper while offering stable and long term career opportunities for all staff. As we are expanding the operation and building a high performing team to support our long-term sustainable growth, we are looking for highly motivated and qualified candidates to join with our “Employer of Choice Bank”

Staff, Book Keeping and Internal Payment Unit (02 position based on Head Office, Phnom Penh)

Main Duties

- Handle internal payment process according to the request and demand expenditure on time of the whole FTB Bank accurately, clearly and timely.
- Assist in checking the supporting documents properly according to the set principles before registration and pay to the supplier to the customer or to the staff.
- Assist in controlling the expenses in accordance with the expenditure plan, monitor the payment properly, adequately and on time to the recipient smoothly, without any missed or delayed payment by any means.
- Assist in checking the registration in the accounting system of all internal expenses, advance expenses and accumulated expenses in accordance with the standard accounting procedures of FTB Bank.
- Assist in inspecting document and correct the accounting records that were missed, late or inaccurate for the relevant managers or internal / external auditors to be clear and sufficient.
- Assist in managing the need for expenses according to the set time, such as expenses, interest, rental expenses according to the contract, and cooperate to inform the relevant parties about the expiration date of the contract accurately and timely.
- Assist in preparing the monthly expense report or according to the needs of the manager properly and timely.
- Assist in Organizing procedures and study to find out the shortcomings of the work process in the work to improve, solve and provide support and training of staff in the team for effective and timely work.

Skills/ Experiences

- Bachelor degree in Accounting, Finance and Banking, or related field.
- Fresh graduate are encourage to apply, having related experience will be prioritized.
- Quick learner with innovative problem-solving abilities.
- Willingness to learn and advance within the support team environment.
- Good communication skills

How to Apply:

Interested applicants, please send by email attached with a cover letter and your most updated CV (with current photo) to: hr@ftbbank.com or submit the hard copy at Our Head Office, Building No. 33 C-D, Tchecoslovaquie Blvd(169), Sangkat Veal Vong, Khan 7Makara Phnom Penh. Only short-listed candidates will be contacted for interview. For more information, please kindly contact phone number: 081 666 597/081 444 179

