



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, Payment & Bookkeeping Unit (01 Positions based in Head Office)

This role involves controlling and checking double entries to make sure the entries are posted correct chart of accounts in core banking system and complying with NBC COA & tax law. All entries support with proper and adequate documents, ensuring adherence to established principles.

Main Duties

- Support month-end and year-end closing processes;
- Review, verify and trace invoices against supporting documents to ensure accuracy and validity;
- Advise accounting treatments and posting entries to branches to ensure compliance with best practices;
- Authorize financial transactions in the core banking system in compliance with organizational policies and procedures;
- Review all kinds of payments with/without tax implications and advise to line manager;
- Collaborate and liaise with internal and external auditors by providing necessary supporting documents and assistance, as required;
- Perform reconciliations of balance sheet schedules;
- Support and provide financial data to relevant stakeholders/departments for their information;
- Perform other duties assigned by line manager.

Skills/ Experiences

- Bachelor or master's in accounting, Finance, Banking or related fields.
- At least two or three years of working experience in accounting.
- Accounting Concept;
- Understanding of financial regulations, tax laws, and reporting requirements;
- Advance Microsoft Excel;
- Strong analytical and problem-solving skills;
- Ability to work under pressure;
- Good communication skills in spoken and written English.

How to Apply:

Interested applicants, please send by email attached with a cover letter and your most updated CV (**with current photo**) to: hr@ftb.com.kh 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.

More information, please kindly contact phone number: 081 666 597/081 444 179

