



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"

Senior 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

- Review and verify invoices and supporting documentation to ensure timely and accurate processing of payments;
- Authorize financial transactions within the core banking system to compliance with organizational policies and procedures;
- Review the types of payments that have tax implications and advise to Line Manager;
- Prepare and maintain detailed schedules of assets and liabilities to support accurate balance sheet reporting;
- Prepare reports to support insights for various departments in their financial decision-making processes;
- Develop and maintain the chart of accounts within the core banking system, ensuring alignment with accounting standards;
- Advise accounting treatment and post entries to branches to ensure compliance with best practices;
- Collaborate and liaise with internal and external auditors by providing necessary documentation and support to facilitate audits;
- Supervise and train junior staffs fostering a collaborative environment and enhancing their professional development;
- Perform other duties as assigned by Line Manager.

Skills/ Experiences

- Bachelor's degree in accounting, Finance, Banking or related fields.
- At least two or three years of working experience in accounting;
- Accounting Concept;
- Cambodia Taxation;
- Advance excel skill;
- Communication and interpersonal skill;
- Time & task management.
- Analytical thinking and problem-solving;
- Good proficiency 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