

Exciting Career Opportunity

Foreign Trade Bank of Cambodia (FTB) has been providing customers with safe and reliable banking services since 1979. As the first and foremost bank in Cambodia, FTB's vision is to be the preferred commercial bank in Cambodia. FTB is committed to continually helping support customers to grow and prosper while offering stable and long term career opportunities for all staff. As we continue to expand the operation and to build a high performing team to support long-term sustainable growth, we are looking for highly motivated and qualified candidates to join with our *"Employer of Choice Bank"*:

Accounting and Administrative Officer

(04 positions Based in Phnom Penh)

This role is responsible for accounting and providing overall operational service support for the team at the branch. The incumbent will cooperate with other branch staff to provide high quality service to clients.

Main Duties

- Provide overall operational supports to the branch staff
- Prepare monthly bank reconciliation of the bank accounts with other banks
- Update/maintain fixed assets register
- Assist in the coordination and prepare training/workshop/meeting materials
- Liaison with suppliers on administrative purchases (i.e. stationery, toners, refreshments, etc.)
- Handle and control postal, courier services, etc.
- Liaison with local authorities and other third parties on all administrative issues
- Manage and maintain branch physical property and ensure they are clean
- Oversee the administrative details of security staff

Skills/ Experiences

- Bachelor Degree in Accounting/Banking or related field
- Cambodia Nationality Only. Males are encouraged to apply
- Good organizational and time management skills
- A strong desire to work in a team oriented
- English language proficiency
- Computer literacy in Microsoft Office Word & Excel

How to Apply:

Submission Deadline: 30 November 2019 at 5.00 PM

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 7 Makara, Phnom Penh. Only short-listed candidates will be contacted for interview.

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

Please visit our website: <http://www.ftbbank.com/vacant-and-career> for more available vacancies.