

# WE'RE HIRING

**AMK Microfinance Institution** is one of Cambodia's leading microfinance institutions, with coverage all over the country. AMK employs over 3,700 staff serving almost 1,000,000 clients in nearly 13,000 villages across Cambodia, 91% of all villages. We are looking for a talented and committed individual to join our diversified team, and offering attractive career prospects across branches and departments of our business.

A job at AMK is more than just a paycheck - we support our employees in their development and growth and help them explore their unique strengths.

**Job Title** : **Branch Internal Audit Officer (01 Post)**  
**Report To** : **Senior Internal Audit Officer**  
**Location** : **Kampong Trabaek**  
**Closing Date** : **December 31, 2024**

## Job Responsibilities:

- ▶ Do data collection and draft planning including sampling of branches or offices and submit for SIAO review
- ▶ Conduct internal audit mission at branches or offices and ensure high quality of the audit conduct including, but not limited to, Credit, MI, OTC Management (Saving, Transfer), Agent Management, Functional Management (cash management, fixed asset management, ATM Management, IT related, HR related), and lease management
- ▶ Conduct ad-hoc mission with specific objectives as per requirement
- ▶ Provide immediate recommendation as the result of both the compliances, risk and operational audits
- ▶ Draft internal audit report on own findings and report to the SIAO and communicate findings to auditee for comments with concrete root cause and reasons of the issue findings
- ▶ Ensure constant capacity building and up-to-date of AMK's performance
- ▶ Other tasks required by the HIA/DHIA/IAM/SIAO.

## Qualification and Experiences:

- ▶ High self-integrity and commitment are highly appreciated
- ▶ University degree in banking/finance, accounting, business or economics, preferably a specialized accounting degree
- ▶ At least 1 year of experience in internal audit position or at least 2 years of experience of CO/Teller in the microfinance/banking/audit sector Teller/Credit Officers/Area Manager in MFIs.
- ▶ Good understanding of internal control and practices
- ▶ Good computer skills (i.e. Microsoft Office) and basic understanding of CBS system or other specific MIS for MFIs
- ▶ Ability to write timely, clear and concise reports on the findings
- ▶ Fair written and spoken English, as well as communication and interpersonal skills
- ▶ High motivation and ability to work without supervision and willing to change from 1 branch to another.

## Benefits

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| <ul style="list-style-type: none"><li>▶ AMK provides a competitive salary package to the employees</li><li>▶ Salary increment rate every year</li><li>▶ Khmer new year bonus (100%)</li><li>▶ Pchum Ben bonus (Up to 50%)</li><li>▶ Retirement bonus (300%)</li><li>▶ AMK Pension fund (Up to 84%)</li><li>▶ Retention bonus (Up to 200%)</li><li>▶ Seniority payment (Backward &amp; Forward)</li><li>▶ Incentive (no cap based on performance)</li><li>▶ Uniform allowance</li><li>▶ Phone allowance</li></ul> | <ul style="list-style-type: none"><li>▶ Moto rental allowance</li><li>▶ Medical insurance including dependent (100% no limit) plus oversea treatment for staff</li><li>▶ Accident insurance 24/7days</li><li>▶ Birth delivery package (up to 2,400,000)</li><li>▶ Staff loan (lower rate at 2%)</li><li>▶ Annual leave 18 days per year</li><li>▶ Paid Sick leave &amp; maternity leave (up to 6 months)</li><li>▶ Capacity development and opportunity to promote per job requirement</li><li>▶ Working condition in accordance to the Cambodian Labor Law</li></ul> |
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Interested candidates should apply by sending a CV and a cover letter to all AMK branches and Head Office, Building 285, Yothapol Khemarak Phoumin Blvd. (271), Sk. Tomnub Tuek, Kh.Boeng Keng Kang, Phnom Penh, Cambodia or E-mail: [job@amkcambodia.com](mailto:job@amkcambodia.com)

## **Attachments:**

- A copy of obtained certificates or confirm letter by the University
- A copy of national identification, family book, and certificate of birth
- For additional information, please contact at Tel: (023) 993 062 / (023) 224 763 or visiting website: [www.amkcambodia.com](http://www.amkcambodia.com)
- AMK is an equal opportunity employment. Qualified women and persons with disabilities are encouraged to apply.