

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	:	Finance Analyst Manager (01 Post)
Report to	:	Head of Finance
Location	:	Head Office
Closing Date	:	April 18, 2025

Job Responsibilities:

- ▶ Reviews of monthly actual vs budget performance reports, business and financial ratio, monthly forecasting to management and shareholders.
- ▶ Validate and analyze financial data, collaborating closely with the support team to verify data accuracy and ensure the correctness of financial information.
- ▶ Lead the preparation and submission of monthly, quarterly, and annual financial reports CIFRS for management and shareholders.
- ▶ Lead and coordinate on monthly NBC CAS and CIFRS reports.
- ▶ Support and check on Lender reports and support to new Due Diligent.
- ▶ Support in budget preparation by business division, by branch and department.
- ▶ Be responsible in monitoring, managing and review in accounting standards (CIFRS) and other scope of work related bank sector.
- ▶ Support in preparation report to internal and external auditor, monitoring to ensure the reports are compliance to CIFRS and submission by deadlines.
- ▶ Be responsible in monitoring and review on monthly and yearly tax declarations submitted to the tax department.
- ▶ Provide guidance and training to the support team on new regulatory requirements related NBC, updated tax laws and CIFRS.
- ▶ Support to management accounting team and other task as assign by manager.

Qualification and Experiences:

- ▶ Bachelor Degree in accounting and banking/finance or an equivalent.
- ▶ At least 5-8 years working experience in managing financial and analysis reports with bank or Micro-Finance or bank sector.
- ▶ Has strong knowledge in CIFRS, Law on Taxation, Cambodia Accounting Standard, NBC regulations, and other relevant standards.
- ▶ Ability to quickly understand business requirements and effectively decision-making.
- ▶ Good computing skills, SQL, Data queries, VBA code, Power BI, Advance Ms. Excel.
- ▶ Good command of English, especially in email writing.
- ▶ High motivation and ability to work without supervision, Executed task by timeline.
- ▶ Strong leadership skill and ability to create, analyst and automate reporting.
- ▶ Staff supervision, training/coaching.

Benefits

<ul style="list-style-type: none">▶ AMK provides a competitive salary package to the employees▶ Salary increment rate every year▶ Khmer new year bonus (100%)▶ Pchum Ben bonus (Up to 50%)▶ Retirement bonus (300%)▶ AMK Pension fund (Up to 84%)▶ Retention bonus (Up to 200%)▶ Seniority payment (Backward & Forward)▶ Incentive (no cap base on performance)▶ Uniform allowance▶ Phone allowance	<ul style="list-style-type: none">▶ Moto rental allowance▶ Medical insurance including dependent (100% no limit) plus oversea treatment for staff▶ Accident insurance 24/7days▶ Birth delivery package (up to 2,400,000)▶ Staff loan (lower rate at 2%)▶ Annual leave 18 days per year▶ Paid Sick leave & maternity leave (up to 6 months)▶ Capacity development and opportunity to promote per job requirement▶ Working condition in accordance to the Cambodian Labor Law
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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. Chamkarmorn, Phnom Penh, Cambodia or E-mail: 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
- AMK is an equal opportunity employment. Qualified women and persons with disabilities are encouraged to apply.