



គ្រឹះស្ថានមីក្រូហិរញ្ញវត្ថុ ផាចជ័យ ហ្វាយនែស ភីអិលស៊ី CHOKCHEY FINANCE PLC.

JOB DESCRIPTION

Position	Reporting to	Department
Deputy Head of Finance	Director of Finance	Finance

I- JOB PURPOSE:

The main responsibility of Deputy head of Finance is to prepare review and ensure all report required by Support Branches, HQ, NBC, General Tax Department, and other stakeholder is accurate and timely. Moreover, he/she also make sure ChokChey Finance is complied with policies and procedure, accounting standard, and government regulatory.

II- MAIN DUTIES & RESPONSIBILITIES:

Finance operation and NBC Report

- Provide the appreciate support to branch chief teller/senior/tellers to ensure they can do their work independently.
- Develop appreciate guidelines, procedures, processes to ensure that each accounting staff in Chokchey can refer to when need (document process).
- Ensure accounting entries for all Chokchey branches are up-to date and accurately
- Closed End of Month and Year Accounting for all Chokchey branches and HQ on timely basis
- Review accounting entries for branches, HQ for reporting purpose require as per time frame
- Review accounting supporting document to ensure complete, correct, and record
- Review and update regularly the procedure for accounting process and ensure the process in place for all Chokchey branches and HQ
- Prepare all NBC report with an agreed deadline
- Provide regular training finance staff as well as chief teller/senior/tellers, when Required
- Work closely with internal and external auditor, NBC inspectors on site audits.
- Provide the refreshment training to existing staff to update financial issues to branch chief teller/senior/tellers
- Provide support to branch chief teller/senior/tellers on Core Banking System, accounting, and transaction usage
- Develop training procedure / create materials for new financial staff (chief teller/senior/tellers) at branch and head office level with core banking system.
- Check financial data from ChokChey branch for reporting preparation to ensure financial reporting is correct
- Participate in testing new and newly updated systems implemented by ChokChey
- Create and design control account schedule to ensure financial data is no error
- Other tasks will assigned by director of finance.
- Work with Director of Finance to update the policies and procedure in order to reflect the operation of ChokChey Finance.

Taxation:

- Preparation and submission monthly tax return and TOI to GDT in E-filing system
- Consultant and advise to accounting department on tax filling and tax update procedure.
- Fully responsible on legal update such as tax update, tax audit, tax event.....
- Deal with General Tax Compliance Matters, update on new Prakas/circular with matter, recommendation, and action.
- Handle on-site and off-site of limited tax audit/comprehensive tax audit
- Risk assessment on legal side up to Cambodia Business Law and Taxation Law
- Handle on issuing sale invoice to customer by following Cambodia taxation law.
- Supporting on providing information and document to external audit.
- Check all invoice from supplier before make payment
- Staff training related to tax update.

III. QUALIFICATIONS:

Bachelor's degree or Master degree of Finance, Accounting, Auditing, Taxation or equivalent degree.

Preferable from tax consultant firm with certificate of Cambodian tax agency.

At least 3-year experience as Manager level or above.