



# Vacancy Announcement



## Exciting Career Opportunity

Foreign Trade Bank of Cambodia (FTB) is Cambodia's first and foremost bank. It is a joint private/ Government venture and has been providing customers with safe and reliable banking services for over 36 years. With our head office in Phnom Penh, we currently operate eleven branches and office in Phnom Penh, Sihanoukville, Siem Reap, Battambang and Kampong Cham province and plan to continue expanding our distribution network. In order to cope with the growth, we are looking for highly motivated and qualified candidates to join with our "*Employer of Choice bank*":

### **Account and Admin Officer (04 positions Based in Phnom Penh & Siem Reap Branch)**

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
- More than two years experience in accounting and administration
- 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: 21 June 2016 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](mailto: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.