

Funan Consulting Co., Ltd.

Audit & Tax Assistant

FUNAN Consulting Co., Ltd. (FNC) is an independent accounting and auditing professionals firm which provides audits and assurance, accounting, taxation, consultation, and financial management. Using robust audit tools, resources and methodology, our professionals work closely with client to deliver high-quality services and solutions. We also advise clients in areas such as initial public offering, internal control, Cambodia and International Financial Reporting Standards, and regulatory compliance.

We are looking for talented professionals who want to play a key role in these exciting journey-talents like you. Every day we challenge ourselves to do what matters most for our clients, our people and for society. We offer the opportunity to be part of a firm that makes an impact that matters, to work with inspiring leaders and talented professionals to deliver outstanding value to our clients in a culture that is inclusive, collaborative and one that provides exceptional career experience.

Key Job Responsibilities:

1. Audit & Assurance Assistant

- Develop an understanding of the FNC audit approach methodology & tools.
- To execute Audit through remote platform in an effective and efficient manner.
- Demonstrate familiarity of the sources of accounting and auditing literature and display strong analytical skills.
- To acquire the preliminary knowledge of and begin to demonstrate broad understanding of professional standards.
- Be an effective team player
- Ensure that audit documentation is in compliance with Quality Control Standard of the firm and as per GAAS requirements.
- Demonstrate professionalism, ethical conduct and competence in the client's environment.
- Identify performance improvement opportunities.
- Maintain a strong client focus, be responsive to client requests, and develop/maintain productive working relationships with client personnel.
- Take responsibility of the work allotted.
- Take active part in the training activities of the firm by being an active participant

2. Tax Assistant

- Perform tax assistant duties to the tax department.
- Assist tax professionals and tax consultants in handling taxation matters.
- Answer and respond to clients' inquiries on their tax problems.
- Schedule and organize tax works and assignments for tax professionals and practitioners.

- Assist and support tax practitioners and professionals in filing tax returns on time.
- Organize and manage all tax reports, statements and documents relating to clients.
- Assist and support administrative staff of the tax department.
- Assist and support audit team in their tasks of tax audits.
- Maintain strict client confidentiality relating to their tax matters.
- Adhere to tax professional standards and ethics in tax assistant functions

Qualification:

- Cambodian
- Male or Females at least 20 years old
- Degree in Accountancy or CAT/ACCA student is preferable or 3rd Year in University.
- Previous work experience is not required.
- Fluency in English communications, both verbal and written
- Good computer literacy (Microsoft office, internet, email)
- Strong analytical skills
- Ease of working individually and in teams
- Stamina to work under tight deadlines

❖ Notice:

Funan Consulting Co., Ltd. provides candidates a competitive salary based on education, experience and potential. We offer annual salary increase plus benefits such as annual incentive, laptop, training, good working conditions and others. FNC's human resource policies are compliant with Cambodia Labor Law.

The successful candidate will participate in numerous training program and development opportunities to improve his/her ability.

❖ How to Apply:

- Interested candidates are strongly encouraged to submit CV&Cover Letter with expected salary and photo attached to email address: funanconsulting.hr@gmail.com or #136, Street 5BT, Sangkat Toul Sangké, Khan Russey Keo, Phnom Penh, Cambodia.
- For more detailed information: 087 233 332, 012 987 690, 088 566 0 666, 012 65 22 55
- **Only short-listed candidates will be invited for interview.**