

VRIENS & PARTNERS

NAVIGATING THE POLITICS OF BUSINESS

FINANCE & ADMINISTRATION MANAGER, CAMBODIA

Vriens & Partners (V&P) is the leading government affairs consulting firm in Southeast Asia. Our team comprises more than 90 full-time employees representing over ten nationalities, as well as 30 advisors from across the region. The firm is headquartered in Singapore, with offices in Cambodia, Indonesia, Malaysia, Myanmar, the Philippines, Thailand, and Vietnam. Our clients include major multinationals across various industries, business associations and chambers of commerce, and non-governmental organizations.

As a growing advisory firm, the V&P team is looking to expand, and we are seeking a Finance & Administration Manager to join our growing team in Cambodia on a full-time basis. This candidate will be an organised administrator, skilled at multi-tasking various issues with the different stakeholders, both internal and external, and possessing strong communication, and teamwork-related skills. V&P offers a challenging and fulfilling work environment, competitive remuneration, and other staff rewards and benefits.

PRIMARY RESPONSIBILITIES

1. *Finance*

- Prepares and maintains accounting records in the accounting system;
- Prepares monthly accounting reports for submission to Singapore Head Office
- Prepares monthly operational cashflow estimates
- Prepare payments to suppliers and staff payroll;
- Check staff claims and allocate the expenses according to the projects;
- Liaise with auditor, bankers, tax agent and relevant regulatory bodies;
- Handles all taxation, social security related matters for the employees and company;
- Maintain proper and systematic filing of documents,
- Liaise with external parties (e.g. clients' finance teams) for billing matters;
- Keep track of clients' payments and alert the Cambodia office management as soon as a payment is overdue.

2. *Administration*

- Answer the main office phone line;
- Receive clients, guests and service providers at the office;
- Maintain filing system for essential correspondences & documents, as well as company reports to clients and rep office records (Insurance, Office Equipment Service Maintenance, etc.);
- Maintaining a ready supply of office stationery, business cards, pantry supplies (coffee, fruit etc.);
- Managing a mailing list for company communication purposes;
- Organization of meetings, business trips, hotel and flight bookings, catering for employees/guests/clients as necessary;
- Handle and keep tabs on facility management and office maintenance matters (including liaising with vendors for furniture and fittings, internet providers, etc.);
- Liaise with Singapore Regional Office with regards to all Administration coordination matters, as required.

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3. *HR*

- Track and update leave and absence request forms of all office staff (including sick leave);
- Keep track of the local employee's bio data (ID cards, employment contracts, insurance, etc.);
- Keep track of all employees' contracts and prepares contracts' extension according to local labor law;
- Assist with new staff recruitment;
- Prepare contracts for new staff and apply for their health insurance;
- Organize and process claim expenses for the Cambodia Office Management Team
- Organize and send company announcements – office holiday (regionally) and staff on leave;
- Keep track of Manpower regulations and handle in visas' applications for foreign staff;
- Liaise with Singapore Regional Office with regards to all HR coordination matters, as required.

4. *Any other ad-hoc duties as and when required / assigned*

QUALIFICATIONS

- At least 8 years of relevant experience, including 2 years in a similar managerial position
- Graduates from local polytechnics or those with Diploma in Accountancy are welcomed to apply
- Proficiency in MS Office application especially Excel
- Experience with Oracle Netsuite accounting system is an advantage
- Motivated self-starter, team player, eagerness to contribute to firm's growth
- Familiar with the Cambodia corporate regulatory framework (corporate secretarial, corporate tax, social security compliance/contribution)
- Fluent in English to be able to communicate with Singapore Regional office
- Able to start work immediately (advantage)

Interested candidates should send their applications to careerscambodia@vrienspartners.com and indicate the position being applied for in the subject line. Please include a **photo headshot** in the cover letter and indicate the following in the resume:

- **Availability / notice period**
- **Last drawn salary**