



JOIN US WE'RE HIRING

**ACCOUNTANT
ACCOUNTING MANAGER
ACCOUNT RELATIONSHIP EXECUTIVE
ADMINISTRATOR
TAX MANAGER**



Job Requirement & Responsibilities
scan here

HOW TO APPLY

- Interested candidates, please submit CV and Covering Letter with stating your current and expected salary through email or office address below. Only shortlist candidates will be notified and contacted by phone for interview. The documents received will not be returned
- Please mention the position intend to apply on the email subject. Thank you!

MERIDIAN INTERNATIONAL HOLDING (CAMBODIA) LTD.

Flatiron by Meridian, Unit FO-I401
Street IO2, Phnom Penh City Center
Sangkat Srah Chak, Khan Daun Penh
Phnom Penh, Cambodia

023 900 797 | 098 776 185
admin@meridian-international-holding.com
Closing Date: February 28, 2023



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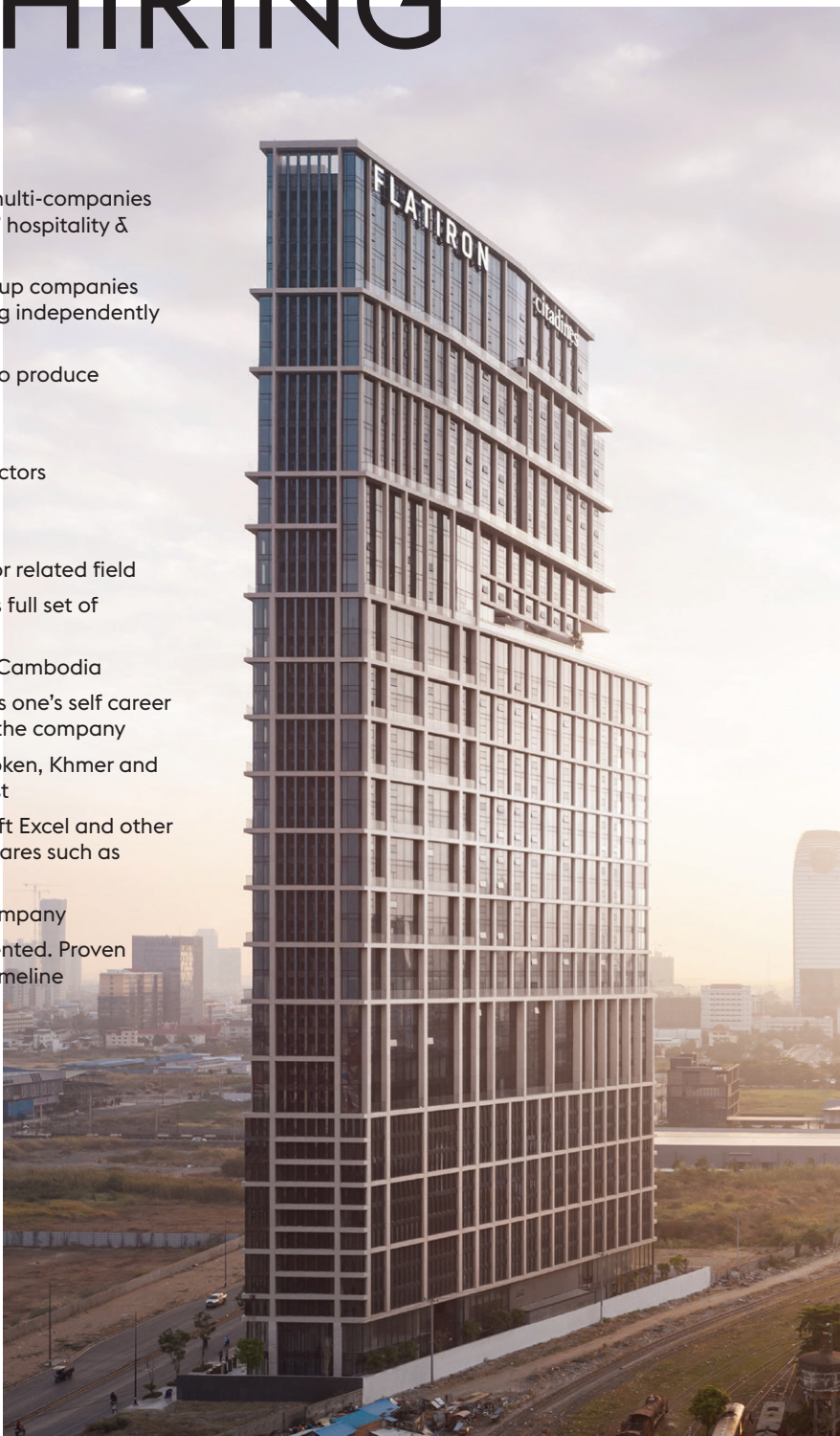
ACCOUNTANT

Responsibilities and Duties:

- Preparing monthly financial reports of multi-companies punctually in particular to the companies' hospitality & catering businesses
- Handling full sets of accounts of the group companies including month-end and year-end closing independently and timely
- Assisting in analyzing accounting data to produce accurate, reliable managerial reports
- Dealing with taxation related matters
- Other ad-hoc tasks assigned by the directors

Job Requirements

- Degree holder in Accounting / Finance or related field
- Experience in handling multi-companies full set of accounts, with good multitasking skill
- Good knowledge in taxation matters in Cambodia
- Ambitious in developing the company as one's self career growth; view one-self as a stakeholder in the company
- Good command of both written and spoken, Khmer and English. Chinese preferable but not a must
- Possessing strong proficiency in Microsoft Excel and other office applications, and accounting softwares such as Quickbook
- Willing to learn the ERP system of the company
- Strong time management and result-oriented. Proven record to work under pressure and tight timeline



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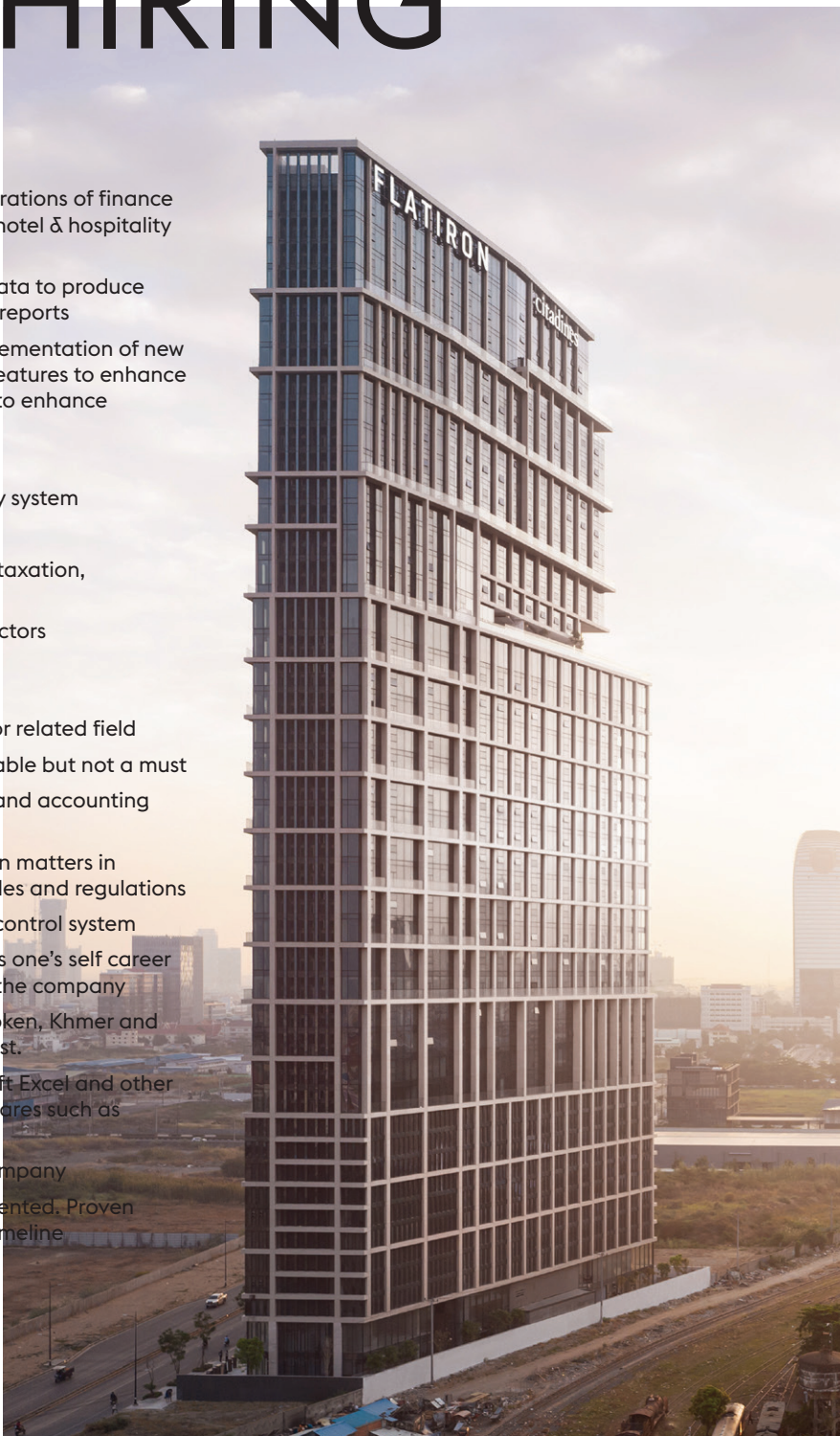
ACCOUNTING MANAGER

Responsibilities and Duties:

- Managing and overseeing the daily operations of finance functions in particular to the companies' hotel & hospitality catering, and clubhouse businesses
- Monitoring and analyzing accounting data to produce accurate, reliable and timely managerial reports
- Spearheading in development and implementation of new procedures, internal control system and features to enhance the workflow of the department, in order to enhance efficiency and accuracy
- Dealing with taxation related matters.
- Overseeing the company's documentary system
- Handling project-based initiatives
- Providing training to team regarding to taxation, accounting and finance knowledge
- Other ad-hoc tasks assigned by the directors

Job Requirements

- Degree holder in Accounting / Finance or related field
- Obtained tax agent certificate is preferable but not a must
- Solid supervisory experience in finance and accounting functions in multi-national corporations
- Well experienced in dealing with taxation matters in Cambodia and good knowledge in tax rules and regulations
- Good knowledge of managing internal control system
- Ambitious in developing the company as one's self career growth; view one-self as a stakeholder in the company
- Good command of both written and spoken, Khmer and English. Chinese preferable but not a must.
- Possessing strong proficiency in Microsoft Excel and other office applications, and accounting softwares such as Quickbook
- Willing to learn the ERP system of the company
- Strong time management and result-oriented. Proven record to work under pressure and tight timeline



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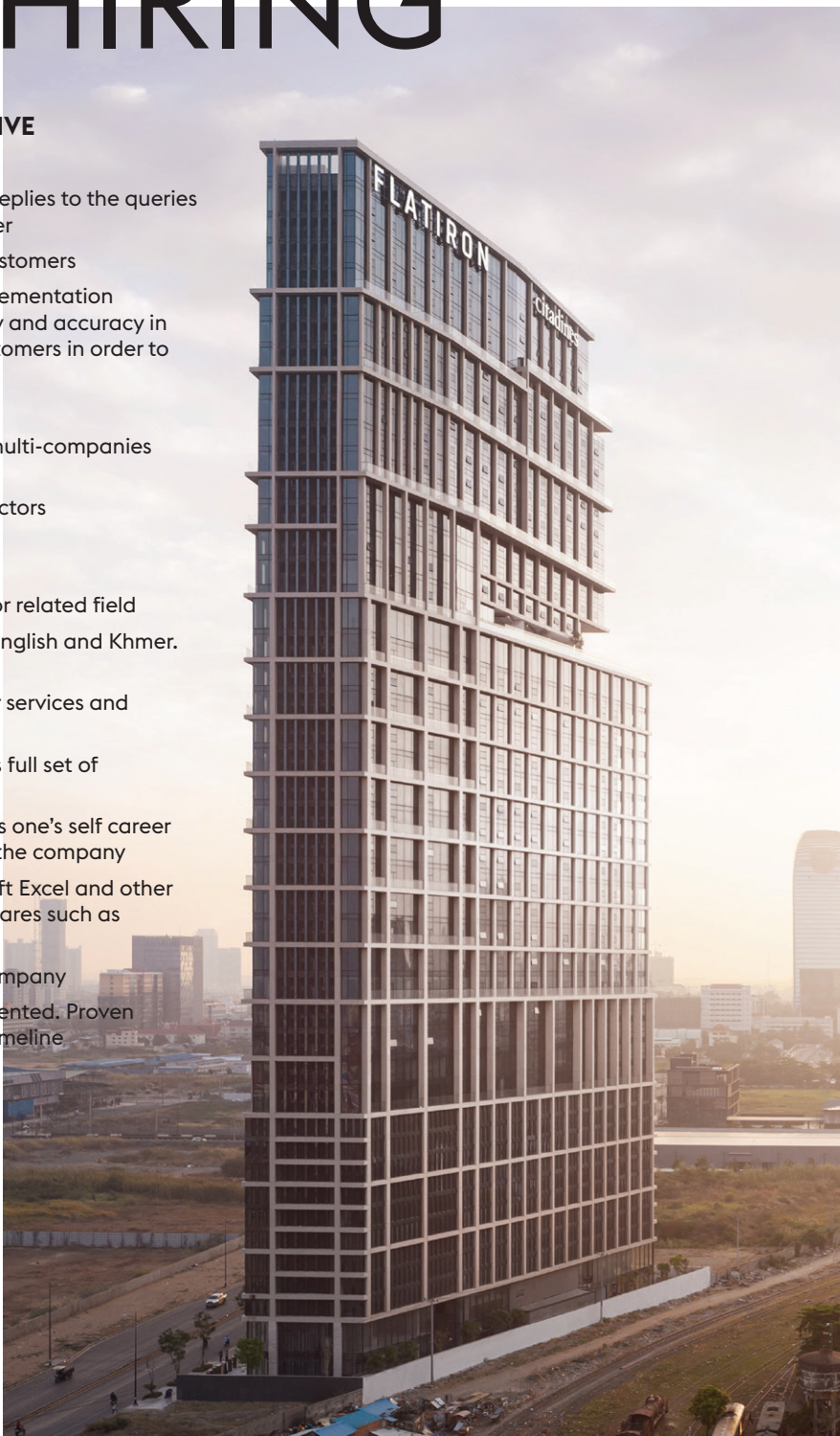
ACCOUNT RELATIONSHIP EXECUTIVE

Responsibilities and Duties:

- Handling customer services and timely replies to the queries from our customers in professional manner
- Monitoring accounts receivable from customers
- Spearheading in development and implementation of new workflow to enhance the efficiency and accuracy in monitoring accounts receivable from customers in order to avoid overdue
- Handling project-based initiatives
- Preparing monthly financial reports of multi-companies punctually
- Other ad-hoc tasks assigned by the directors

Job Requirements

- Degree holder in Accounting / Finance or related field
- High proficiency in written and spoken English and Khmer. Chinese preferable but not a must
- Proven experience in handling customer services and queries
- Experience in handling multi-companies full set of accounts, with good multitasking skill
- Ambitious in developing the company as one's self career growth; view one-self as a stakeholder in the company
- Possessing strong proficiency in Microsoft Excel and other office applications, and accounting softwares such as Quickbook
- Willing to learn the ERP system of the company
- Strong time management and result-oriented. Proven record to work under pressure and tight timeline





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ADMINISTRATOR

Responsibilities and Duties:

- Knowledge of Microsoft office & basic accounting
- Familiarity with facilities operations
- Excellent customer service
- Strong ability to work independently
- Resourceful and team player
- Ability to prioritize and meet deadlines.
- Good personality with great working attitude
- Ability to work under pressure
- Perform other ad-hoc duties assigned
- Able to translate & write English (Chinese would be added advantage)

Job Requirements

- Bachelor Degree in related field. (Any qualification is most welcomed)
- At least 2-year experience
- Able to commit Full time
- Good interpersonal skills, able to interact with people at all levels
- Good command of written and verbal in English & Khmer (Chinese would be added advantage)
- Computer literate (MS. Office, Excel, Email, etc.)
- Preparing contracts or any documentation required



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TAX MANAGER

Responsibilities and Duties:

- Managing and overseeing the monthly tax declaration of Group Companies
- Prepare and submit group companies annual tax return
- Liaison with tax officer for group companies tax audit related matters
- Overseeing Companies taxation docs and give recommendation to comply with tax law and regulation
- Monitoring and analyzing accounting data to produce accurate, reliable and timely managerial reports
- Prepare & output monthly financial report of Companies using Quickbook
- Spearheading in development and implementation of procedures to minimize tax risk, internal control system and features to enhance the workflow of the department
- Control Group Companies taxation documentary system
- Update team for recent change of tax law and regulation
- Providing training to team regarding taxation, accounting and finance knowledge
- Other ad-hoc tasks assigned by the directors

Job Requirements

- Degree holder in Accounting / Finance or related field
- Attend tax agent course or obtain tax agent certificate
- Solid supervisory experience in finance and accounting functions in multi-national corporations
- Well experienced in dealing with taxation matters in Cambodia and good knowledge in tax rules and regulations
- Good knowledge of managing internal control system
- Ambitious in developing the company as one's self career growth; view one-self as a stakeholder in the company
- Good command of both written and spoken, Khmer and English. Chinese preferable but not a must
- Possessing strong proficiency in Microsoft Excel and other office applications, and accounting softwares such as Quickbook
- Willing to learn the ERP system of the company
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