

FUTABA Microfinance Plc. is officially received license by National Bank of Cambodia (NBC) on December 16, 2015 and has started operation on January, 2016 by receiving success and rapid growing. FUTABA has expanded 4 more operation areas, 2 branches based in Phnom Penh, 1 branch based in Kampong Speu Province and 1 branch based in Takeo Province that is a new branch just started operating in March 2023. We are now looking for the qualified candidates to fill the position as the following:

Positions	Amount	Work Place	Work Area
Head of Finance	01	Headquarter	Phnom Penh

► <u>Duties & Responsibilities</u>	► <u>Requirement</u>
<ul style="list-style-type: none"> - Responsible for planning, recording, control, and reporting of all financial transactions and make appropriate recommendations for improvement. - Develop chart of account (CoA), Finance policy, other decisions and accounting system in accordance with the actual development of the Institution. - Monitor on financial control to verify that the HQ and branches staffs follow the policy and procedures properly. - Designing various report formats for managing the accounting system. - Evaluate the quality of the accounting system used by the HQ and Branches to provide additional training - Manage funds for business operations. - Analyze and compare revenue and expenditure operations by providing explanations and business solutions to help reduce risk and can determine progress against budgets. - Manage the daily activities of Finance staff. - Evaluate the regular performance of Finance staff. - Participate to prepare Budget Plan with all departments. - Prepare Cash flow projection report. - Participate in Cash withdrawal, deposit, transfer, and others related to banking transactions in case of huge amount. - Prepare the institution financial report correctly, clearly, and timely complied in accordance with the 	<ul style="list-style-type: none"> - At least Bachelor in Accounting or Finance field or equivalent professional qualifications. - Good knowledge of CAS / CIFRS for SMEs. - Well understanding on Cambodian Taxation Law. - At least 5 years work experience in related field with the banking or MFI sector. - Be creative, flexible and self-motivated. - Good communication skills on professional work. - Good command of spoken and written English. - Good to use Microsoft office. - Good at Microsoft Advanced Excel is preferable. - Selection conditions can be changed according to actual recruitment.

standard of National Bank of Cambodia and CIFRS for SMEs.

- Managing on the annual budget plan and make a comparison against with the actual expense.
- Monitor and improve the work of accountants related to accounting operations.
- Site visit Branch offices in case of need.
- Manage cash to ensure that there are sufficient cash for business operations.
- Coordinate work with the GDT, NBC and relevant ministries and institutions.
- Coach and train to accountants on skill of accounting to enhance their knowledge and skills.
- Verify Monthly Tax declaration.
- Preparing and calculation on TOI and then declaration timely.
- Annually deferred tax calculation to make sure that It is properly.
- Verify monthly NBC report.
- Collaborate with the IT department on work related to Core Banking System of the institution.
- Advise to CEO / DCEO on the difficult and convenient methods and accounting techniques in order to improve.
- Cooperate with Internal and Independent Auditors team in checking accounting and financial documents.
- Perform other tasks assigned and suggested by CEO and DCEO in term of the institution.

► **FUTABA Microfinance Plc. provides Salary and others benefits as bellow:**

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| 1. Basic salary with high competitive | 5. 24 hours insurance covered staff safety |
| 2. Khmer New Year Bonus 100% of Basic Salary | 6. Staff wedding package |
| 3. Pchum Ben Ceremony Bonus 100% of Basic Salary | 7. Staff Loan |
| 4. Health insurance covered staff and their families
(Spouse & 2 Kids) | 8. Staff Uniform |
| | 9. Other Benefits |

- ❖ **How to Apply:** Candidates who are interested to work with **FUTABA Microfinance Plc**, please submit your CV, cover letter, 4x6 of photo, family book copy, and other identification apply via **FUTABA'** Office or by mail to: recruitment@futabamfi.com.kh (Human Resource and Admin Department).
- ❖ Please indicate your expected salary.
- ❖ **Closing Date:** May 31th, 2025 at 5:00 pm (First candidate is encouraged).
- ❖ **For more information:** Please contact to HR department via: **070 479 333** or visit our website: www.futabamfi.com.kh or Facebook: **Futaba Microfinance Plc**.
(Candidates who has applied for a job can't withdraw applications)