



Vacancy Announcement



Exciting Career Opportunity

Foreign Trade Bank of Cambodia (FTB) is the first commercial bank in Cambodia, a truly local bank trusted since 1979. FTB has been providing customers with safe and reliable banking services. With the vision to be the preferred commercial bank in Cambodia, we continue supporting customer to grow and prosper while offering stable and long term career opportunities for all staff. As we are expanding the operation and building a high performing team to support our long-term sustainable growth, we are looking for highly motivated and qualified candidates to join with our "Employer of Choice Bank"

Staff, Reconciliation, Fixed Asset & Taxation Unit (1 Position based in Head Office)

The Staff, Reconciliation, Fixed asset & Taxation unit will assist in the day-to-day operations of the Reconciliation, Fixed Assets & Taxation Unit, ensuring accurate records and compliance with all regulatory requirements. This role focuses on supporting tax documentation and reconciliation processes.

Main Duties

- Support the Fixed Asset section by maintaining accurate records of fixed assets in the Core Banking System, assisting in reconciliations against the trial balance;
- Help record and monitor transactions related to asset disposals, write-offs, and entries in the fixed asset module;
- Assist in preparing monthly tax return and annual tax declarations and ensure all necessary documentation is complete and submitted on time;
- Assist in preparing document to declare and pay patent, road tax and tax on logo/advisement;
- Assist in issuing invoices such as commission insurance and other invoices of business partners if required;
- Prepare schedules and supporting documents for audits by the General Department of Taxation (GDT);
- Conduct daily monitoring and reconciliation of trial balances with asset listings, identifying and investigating any discrepancies or unusual transactions;
- Aid in daily monitoring of catch-all balances in T24, assisting in the extraction of trial balances and other relevant reports;
- Support the definition, creation, and mapping of new PL, GL, NBC codes, and products in T24 as required;
- Perform other duties assigned by line manager.

Skills/ Experiences

- Bachelor's degree in accounting, Finance, or a related field.
- 1 year of relevant experience in fixed asset management or taxation.
- Fixed Assets Management.
- Reconciliation, FA and Transaction.
- Taxation knowledge.
- Fixed Assets Reports.
- Advance Microsoft Excel (power query).

How to Apply:

Interested applicants, please send by email attached with a cover letter and your most updated CV (**with current photo**) to: hr@ftb.com.kh or submit the hard copy at Our Head Office, Building No. 33 C-D, Tchecoslovaquie Blvd(169), Sangkat Veal Vong, Khan 7Makara Phnom Penh. Only short-listed candidates will be contacted for interview.

More information, please kindly contact phone number: 081 666 597/081 444 179.

