



JOB ADVERTISEMENT

From its origins as a small group of committed wildlife enthusiasts, WWF has grown into one of the world's largest and most respected independent conservation organizations – supported by 5 million people and active in over 100 countries on five continents.

WWF-Cambodia is looking for qualified candidates for the position **Finance Assistant** based Phnom Penh , Cambodia.

1. Major Responsibilities:

Responsible for day-to-day petty cash management of WWF -Cambodia, head office, Check and review the receipts submitted by staff and ensure that cash is available for office expenses as required.

2. Required Qualifications, Skills and Competencies

- University degree in Accounting
- At least two years' experience in accounting, with international NGOs is desirable
- Good organisation and interpersonal skills, with ability to function in a multi-cultural environment, working under pressure of deadline,
- Capable of working with minimum supervision
- Basic knowledge of environmental and conservation issues in Cambodia is an advantage
- Thorough understanding of financial administrative issues
- Fluency in written and spoken English and Khmer language;
- Proficiency in MS Office, accounting software such Peachtree or ACCPAC and other database applications.
- General Skill as Communications ,Networking and interpersonal, Teamwork, Fluency in written and spoken English and local language and Proficiency in MS Office

Adhere to WWF's values: Knowledgeable, Optimistic, Determined and Engaging. For detailed job description, please visit the Employment page of <http://cambodia.panda.org>

How to apply?

Email a cover letter with your **salary expectation** and **CV** via email address: **jobwwfcam@wwfgreatermekong.org** with the subject line: **Finance Assistant**

If you have any question, please contact to WWF-Cambodia, #21, Street 322, Sangkat Beng Keng Kang I, Khan Chamkarmon, Phnom Penh or call us: 023 218 034 (extension: 118)

Deadline for applications: 04 August 2017

WWF is an equal opportunity employer and committed to having a diverse workforce.