



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 Intern** based in Kratie Province, Cambodia.

I. Major Responsibilities:

She/he will be responsible for assisting the day-to-day cash management of the MFF Landscape Office in Kratie, Cambodia. Assist in checking and reviewing the receipts submitted by staff and ensure filing system of financial documents in Kratie office is maintained and managed properly.

II. Required Qualifications, Skills and Competencies

1. University degree in Accounting/Banking (University student from year 3 will be considered)
2. Good organisation and interpersonal skills, with ability to function in a multi-cultural environment, working under pressure of deadlines
3. Basic knowledge of environmental and conservation issues in Cambodia is an advantage, thorough understanding of financial administrative issues, good command of written and spoken English. Knowledge of MS Office, accounting software such as QuickBooks or ACCPAC and other database applications.
4. General Skill as good communications, networking and interpersonal and teamwork

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 **CV** via email address: **jobwwfcam@wwfgreatermekong.org** with the subject line: **Finance Assistant Intern**

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: 29 August 2017

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