



Accounting Assistant Job Description

Phnom Penh, 12 July 2019

PAVILION is a boutique hotel with three dozen rooms, steps away from the Royal Palace and across Wat Botum Royal Pagoda. It is set in four heritage villas, one of which is said to be Queen Kossamak's former residence. Some accommodations have their own private pool or jacuzzi, all boasting local art pieces from the owners' collection. Lush gardens, pools and ponds surround them, with all the atmosphere of Phnom Penh historic district.

JOB SUMMARY

The Accounting Assistant supports the Accounting Department by performing clerical tasks, including processing and recording transactions, preparing reports and budgets, fielding communications with clients and vendors, fact checking, filing, and other duties as needed.

DETAILED RESPONSIBILITIES

- Accounts receivable daily update
- Accounts payable daily update
- Control daily petty cash and goods receivable
- Issue invoice of account receivable
- Issue invoice of account payable
- Collect payments
- Issue monthly inventory closing
- Issue monthly financial report
- Any other work assigned by management

PROFILE

- Good knowledge of Excel, Word, Outlook and Accounting Program SAGE.
- Extremely motivated and available.
- Patient and calm in all situations.
- Very flexible with work schedules.
- Working level of English is mandatory, knowledge of basic business Chinese a plus.
- Good presentation, honest, dedicated and motivated.

REPORT

To PAVILION Finance Manager.

SCHEDULE

As necessary, with a minimum of 8 hours, 6 days per week.

CONDITIONS

- Based in Phnom Penh at PAVILION Hotel.
- Local contract, with a probationary period of 3 months.
- Beginning of contract desired: 15 August 2019 or latest 01 September 2019.
- Salary will be discussed during the interview.

APPLICATION

- Closing date: 15 August 2019.
- Only shortlisted candidates will be contacted.
- Only locally present candidates will be considered.
- Please send CV and cover letter to nassiba@thepavilion.asia