



ABOUT US

Nord Anglia Education is the world's leading premium schools organisation, with campuses located across 28 countries in North America, Europe, China, Southeast Asia and the Middle East. Together, our 69 schools educate more than 64,000 students from kindergarten through to the end of secondary school. We are driven by one unifying philosophy: we are ambitious for our schools, students, teachers and staff, and we inspire every child who attends a Nord Anglia Education school to achieve more than they ever imagined possible.

Every parent wants the best for their child — so do we. Nord Anglia Education schools deliver high quality, transformational education and ensure excellent academic outcomes by going beyond traditional learning. Our global scale enables us to recruit and retain world-leading teachers and to offer unforgettable experiences through global and regional events, while our engaging learning environments ensure all of our students love coming to school.

VACANCY

GENERAL ACCOUNTANT

- Location: **Phnom Penh**
- Schedule: **(Monday to Friday from 7:30 am to 4:30 pm)**
- Salary: **Competitive package**
- Expected Employment Start Date: **ASAP**
- Report to: **Finance Manager**

Responsibilities:

- Assist and coordinate Finance Manager in preparing month-end closing, financial reporting on monthly basis
- Prepare voucher and detail review on each account before closing month end to make sure that there is no any significant impact to financial statement
- Closely monitor and analyze on the costs compared to actual outcome
- Review and check on daily voucher prepared by subordinate team such as AP, AR, and cashier before posting to system
- Monthly update on the actual and forecast of Capex into Onestream
- Prepare and coordinate for yearly budget of purchasing Capex and control on the monthly purchasing vs forecast
- Coordinate in monthly tax declaration and CIT to GDT plus other necessary compliance such as NSSF, Patent, and MoC
- Support the auditor from GDT, external auditor, and internal auditor for financial audit and tax audit
- Supervise and guide my team member on the daily working such as prepare payment to suppliers, booking the invoice to system, journal entry and follow up the invoice from suppliers
- Support and control on the asset listing and movement with relevant team member
- Coordinate and guide the team on fixed assets physical count and tag to avoid audit issue
- Support regional management in development of country/local Nord Anglia finance strategies (Accounting, Controlling, Finance, ...)
- Monthly update on the actual and forecast of Capex and balance sheet and update into
- Review Daily Cash report, month end bank reconciliations and monthly cash flow report;
- Review all AR journals and analyses AR reports (example: weekly AR report, monthly AR Ageing report, etc.);
- Check AP balances and advances to vendors, review reconciliation and confirmation of vendor accounts every month, review and analyse AP Ageing reports vs Cash flow and DPO

- Review all postings in the General Ledger and prepare the Trial Balance (monthly book closing) and other statistical reports before close month end
- Assist the Finance Manager in preparing Management reports, and Statutory reports, Budgets and Forecasts;
- Supervise and coach subordinate team for their professional improvement and evaluate their performance
- Reconciles processed work by verifying entries and comparing system reports to balances if necessary
- To align with purchasing department on the procurement process and maintain compliance procedure properly
- Protects organization's value by keeping information confidential
- Perform other duties as may be assigned by the Finance Manager from time to time

Requirements:

- Bachelor degree in accounting / finance or equivalent
- Experience in ERP system or Navision
- Good English communication and speaking
- Excellence Microsoft Office skills
- Be familiar with Cambodia law
- Good interpersonal skill and high personality integrity
- Be patient, careful, and hardworking

APPLICATION INFORMATION

Applications should include a cover letter along with a photograph, updated CV with all relevant experience, along with the names and contact email addresses of at least two referees.

Applications should be sent to employment@nisc.edu.kh

Closing date: 21 February 2021

The school reserves the right to appoint before this deadline if the right candidate is found.

Northbridge International School Cambodia is committed to safeguarding children and young people. All post-holders are subject to a satisfactory enhanced DBS (in the UK) or Criminal Records (Police Check) disclosure from their most recent country of residence.