



អាស៊ានេរីល អ៊ីតេឡាមេន្ទ័រី អ៊ីន ឯ.ក
ASIANERIAL ADVISORY INT CO., LTD

Job Announcement

About Company

Asianerial Advisory Int Co., Ltd. is the leading local professional accounting firm which provides Accounting, Tax Outsourcing, and Business Registration Services for all businesses. With generous support from clients and all stakeholders, Asianerial Advisory, unhesitantly took a step forward by gaining its full registration as a private limited company with full conformity to the Law on Commercial Enterprises of Kingdom of Cambodia and License of Tax Service Agent Being awarded by the General Department of Taxation.

Now the company urgently needs **Tax Assistant** to be based in Phnom Penh. Please check out the below JD and Requirement of position:

Number of Position	02
Location	Phnom Penh

Job Descriptions

- Collect documents (revenue voucher, expense voucher, invoice, inventory, bank statement ...etc.) from clients and classify them by inputting in the systems (spreadsheet)
- Review and analyze the documents base on the Cambodian Taxation Law (compliance)
- Bring the reviewed documents to client to check and sign for approval and collect money based on the amount needed to pay
- Fill in online/hard-copy monthly tax declaration form
- Bring the monthly tax declaration form and money to the bank to pay
- Bring the bank receipt and supporting documents to the Taxation Department
- Scan/copy the documents from Tax Department for archived files and submit the original copies to the clients
- Maintain good relationship with clients
- Other tasks assigned by Senior Tax Officer

Qualifications and Experiences

- At least year 3 student of accounting, tax or related field.
- Good English (or minimum elementary level)
- Knowledge of applicable laws, codes and regulations will be an additional benefit;

- Knowledge of Computer applications (Microsoft offices and Accounting System)
- Being honest, patient and committed
- Good team spirit
- Good focus and attention to details and accuracy
- Strong communication and interpersonal skills

Key Competencies

- Be honest and friendly
- High commitment to achieve core value, vision and mission of the company
- Flexible and be able to handle complex and changing client's environment
- Patient and accept criticism for improvement
- Proactive and willing to learn
- Strong communication and interpersonal skills
- Willingness to establish and maintain effective working relationships
- Problem analysis and solving
- Ability to work under pressure and be flexible in working hours

Benefit and Compensation

- Salary (negotiable) based on experience and qualification + bonus and incentive.
- Job training and other trainings (VAT, WHT, TOS, and PPT)

Deadline: Application open until filled

Interested candidate, please submit CV and Cover Letter with stating your expected salary via email or office address below. Only shortlisted candidates will be notified and contacted by phone for interview.

Contact Detail:

Address: #80F, St. 210, Sangkat Toek Laak 3, Khan Toul Kork, Phnom Penh, Kingdom of Cambodia

Tel: 099 987 080 / 015 616 041

Email: hr@asianerial.com

Website: www.asianerial.com