



**សាថាប៉ាណា ធនាគារ**  
**SATHAPANA BANK**

## Officer, Tax Accounting

Based in Head Office

### Responsibilities

- Prepare and file tax returns requirement of e-filling from the General Department of Taxation (GDT)
- To ensure that all tax reporting is declared on time
- To be responsible for technical support for tax-related transactions
- Ensure that both hard and soft copies of tax files and documentation are properly kept and well-maintained for authorized personnel
- Assist the team with various aspects of engagements
- Support all branches with any issue relevant to bank transactions
- Coordinate audits by various taxation authorities, External and Internal Audits
- Go to the Department of Taxation to submit all document

### Qualifications

- Educational background in bachelor banking/finance, accounting
- Good understanding of the Law of Taxation and Corporate income tax
- Excellent computer skills (including accounting & MIS software, Word, Excel, and PowerPoint on Microsoft Office)
- At least 1-2 years' experience in taxation.
- Good communication and international skill
- Hard-working, fast learning, and highly responsible on work
- Have integrity and teamwork spirit.
- Be able to work under pressure and to tight deadlines.
- Have an excellent English communication skill

### To Apply

- Interested candidates are encouraged to apply via [job@sathapana.com.kh](mailto:job@sathapana.com.kh)
- For more information, please contact us at 023/ 081 999 010/ 096 257 9666/096 246 1666 or go to <https://www.sathapana.com.kh/careers/job-opportunity/>
- **Note:** only shortlisted applications will be contacted.
- Sathapana Bank provides equal employment opportunity to all applicants regardless of race, religion, color, gender, age, national origin, or marital status. We encourage disable individuals and women to apply to all positions being announced.
- Sathapana Bank holds an open and transparent working environment that lives our core values. We expect high integrity and honesty from all the applicants to be selected as our employees. Thus, we require all applicants to pre-declare any conflict of interest and truthful information in their application. We reserve the right to terminate the agreement/contract immediately if later found involved in dishonest, untruthful and/or fraudulent information and actions.