



សាថាប៉ាណា ធនាគារ
SATHAPANA BANK

Senior Officer, General Administration

Based in Phnom Penh, Cambodia.

Responsibilities

- Verify invoices and reference documents submitted by the concerned departments/units/projects against the contract/PO to ensuring accuracy before posting into E-Payment system
- Raise purchase request in the E-Payment system following the approved requests and Contract/PO
- Raise project information in the E-Payment system following the approved requests and Contract/PO
- Prepare memo request and raise payment in E-Payment system then request for approval from the authorized delegation managements following the invoices with satisfactory receipt confirmation from the departments/Projects/Unit in charge against the approved requests and Contract/PO
- Raise request for reimbursement in the E-Payment system after receipt the invoices with satisfactory receipt confirmation from the departments/Projects/Unit in charge against the approved requests and Contract/PO
- Follow up with the concerning units/projects/requestors to ensuring accuracy of the documents and timely payments
- Support team on working techniques and capacity development to work more productive
- Allocate workloads among the team members
- Manage and oversee documents filled by the team in share asset and expenses to ensure they are properly kept in good orders
- Assist line manager in cost controlling, document controlling, quality controlling activities and other duties as deems fit

Qualifications

- Bachelor's degree in Finance and Banking, Business Administration, Accounting, or other related fields
- At least 2 years of working experience in Administration support functions and/or accounting in bank sector
- Experience with E-payment system and MS Office
- Knowledge of taxes regulations and application
- Ability to lead a small team, act with professional and commit to the deadline
- Good at English and Microsoft Office (Words, Excel, and PowerPoint)

To Apply

- Interested candidates are encouraged to apply via job@sathapana.com.kh
- For more information, please contact us at 023/ 081 999 010/ 096 257 9666 or go to <https://www.sathapana.com.kh/careers/job-opportunity/>