



HLB Audit & Partners Co., Ltd (“HLB Cambodia”) was founded in 2015 and grows gradually over the years. The company aims to provide the highest quality, most experienced advice and tailored to meet business’ needs across all sectors. HLB is a licensed firm recognized by Accounting and Auditing Regulator (ACAR) to provide audit, accounting, tax and business advisory services. HLB is also a member of Kampuchea Institute of Certified Public Accountants and Auditors (“KICPAA”).

Our team maintains its professional status by constantly updating skill sets and attending professional seminars and activities organized by professional and regulatory bodies.

We are seeking to recruit highly qualified career to join with our working for the following positions.

1- Audit Supervisor – Urgent

Job Summary: The External Audit Supervisor is responsible for overseeing audit engagements and managing the audit team to ensure the timely and effective delivery of audit services. The role involves planning, executing, and reviewing audits while maintaining strong client relationships and ensuring compliance with regulatory standards.

Key Responsibilities:

- Supervise and coordinate audit engagements from planning through completion.
- Manage a team of auditors, providing guidance, training, and performance evaluations.
- Review audit work papers, financial statements, and related documents to ensure accuracy and compliance with IFRS or IFRS for SMEs and regulatory standards.
- Communicate with clients to understand their needs and address any inquiries during the audit process.
- Develop audit strategies and risk assessments based on client-specific circumstances.
- Prepare and present audit findings, recommendations, and reports to management and clients.
- Monitor team performance and ensure adherence to deadlines and quality standards.
- Stay updated on changes in accounting regulations, industry standards, and best practices.
- Contribute to the development of audit methodologies and improvement initiatives.

Qualifications:

- Bachelor’s degree in accounting, Finance, or a related field; master’s degree or ACAR or CPA designation preferred.
- 4+ years of experience in external auditing, with a minimum of 1-2 years in a supervisory role.
- Strong understanding of IFRS or IFRS for SMEs, and auditing standards.
- Excellent leadership, communication, and interpersonal skills.
- Ability to manage multiple assignments and deadlines effectively.
- Proficient in audit software and Microsoft Office Suite.

Preferred Skills:

- Experience in a public accounting firm or audit practice.
- Familiarity with data analytics tools and technology in auditing.
- Strong analytical and critical thinking skills.

2- Senior Auditor – Urgent

Job Summary: The Senior External Auditor is responsible for leading audit engagements and conducting comprehensive audits of financial statements for various clients. This role requires strong technical knowledge, leadership skills, and the ability to manage client relationships effectively.

Key Responsibilities:

- Plan and execute audit engagements in compliance with applicable standards and regulations.
- Lead and supervise audit teams, providing training and mentorship to junior auditors.
- Review and analyze financial statements and audit work papers for accuracy and completeness.
- Identify and assess risks, recommending improvements to internal controls and processes.
- Communicate effectively with clients throughout the audit process, addressing inquiries and providing updates.
- Prepare detailed audit reports that summarize findings, recommendations, and areas for improvement.
- Contribute to the development of audit methodologies and best practices.
- Stay current with developments in accounting standards, regulations, and industry trends.
- Assist in managing client relationships and identifying opportunities for additional services.

Qualifications:

- Bachelor's degree in Accounting, Finance, or a related field; Master's degree or ACAR or CPA designation preferred.
- 3-5 years of experience in external auditing, preferably in a public accounting firm.
- Strong knowledge of IFRS or IFRS for SMEs and auditing standards.
- Excellent analytical, problem-solving, and organizational skills.
- Strong verbal and written communication abilities.
- Ability to work under pressure and meet tight deadlines.

Preferred Skills:

- Experience with audit software and data analytics tools.
- Knowledge of specific industry standards may be beneficial (e.g., financial services, manufacturing).
- Experience in managing multiple assignments and team oversight.

3- Associate Auditor – Urgent

Job Summary: The Associate External Auditor supports the audit team in conducting financial audits and ensuring compliance with accounting standards and regulations. This entry-level position is designed for individuals seeking to develop their auditing skills and gain exposure to various industries.

Key Responsibilities:

- Assist in planning and executing audit engagements under the supervision of senior auditors.

- Prepare and review audit work papers, ensuring documentation is complete and accurate.
- Conduct tests of controls and substantive testing on financial transactions.
- Analyze financial statements and identify discrepancies or irregularities.
- Communicate findings and observations to senior audit staff and assist in preparing audit reports.
- Participate in client meetings and interactions, building professional relationships.
- Stay current with accounting standards, regulations, and best practices.
- Collaborate with team members to identify opportunities for process improvements.

Qualifications:

- Bachelor’s degree in Accounting, Finance, or a related field.
- 0-2 years of experience in auditing, accounting, or a related field (internships may be considered).
- Basic knowledge of IFRS or IFRS for SMEs, and auditing standards.
- Strong analytical and problem-solving skills.
- Excellent verbal and written communication abilities.
- Ability to work effectively both independently and in a team environment.
- Proficient in Microsoft Office Suite; familiarity with audit software is a plus.

Preferred Skills:

- Pursuing or possessing ACCA or CPA or other relevant certification is a plus.
- Interest in learning about different industries and audit practices.

4- Intern Auditor – Urgent

Job Summary: The Intern Auditor will assist the audit team in performing audits and providing support for various audit-related tasks. This internship is designed for students or recent graduates who are looking to gain hands-on experience in auditing and accounting practices.

Key Responsibilities:

- Assist in planning and conducting audit engagements under the supervision of senior auditors.
- Perform test procedures on financial records and internal controls.
- Help prepare and organize audit documentation and work papers.
- Assist in collecting and analyzing financial data to identify discrepancies.
- Support the audit team in compiling findings and preparing audit reports.
- Participate in client meetings and learn about the auditing process.
- Stay informed about accounting principles and industry practices.
- Collaborate with team members on various audit-related projects.

Qualifications:

- Currently pursuing a Bachelor’s or Master’s degree in Accounting, Finance, or a related field.
- Strong interest in auditing and a desire to learn about the field.
- Basic understanding of IFRS for SMEs and accounting principles is a plus.
- Strong analytical skills and attention to detail.
- Good verbal and written communication skills.
- Ability to work effectively both independently and as part of a team.

- Proficiency in Microsoft Office Suite; experience with accounting software is advantageous.

Preferred Skills:

- Previous internship or coursework related to accounting or finance is a plus.
- Strong organizational skills and ability to manage multiple tasks.

5- Intern Tax and Accounting

Responsibilities

- Improving efficiency and developing your tax and accounting profession
- Performing daily activities in data entry of various clients' projects with senior professional colleagues
- Preparing timetable for data collection from clients
- Other task assigned by management

Requirements

- 3rd – 4th year students majoring in accounting, finance, tax, or other professional certification
- Passionate to tax field
- Pleasant personality with a good working attitude
- Analytical thinking, fast learning and hardworking
- Good command of spoken and written English languages

HLB provides competitive salary (based on experience and performance) and benefits as follows:

- Working Hour 8.00am – 12.00PM | 1.00PM – 5.00PM
- Working Day: Monday – Friday
- NSSF Insurance
- Annual bonus allowance
- Annual Leave
- Training & development opportunities
- Public holidays follow by Labor Law

HOW TO APPLY:

Interested Cambodia candidates only, please apply with your CV: chanthorng.kit@hlb-cambodia.com and cc: info@hlb-cambodia.com / website: www.hlbauditpartners.com.kh

Address: Lay Ann Building, #123, St 192, Sangkat Tuek Lak III, Khan Tuol Kork, Phnom Penh.

Hotline: 077 92 42 80, Deadline: 24 November 2024. Only short-listed candidates will be notified.