



**ក្រុមហ៊ុន អេចអិលប៊ី អឌីត & ផ្គត់ផ្គង់ ឯ.ក**  
**HLB AUDIT & PARTNERS CO., LTD.**

HLB Audit & Partners Co., Ltd. (“HLB Cambodia”) was founded in 2015 and has been a global member of HLB international since January 2024. For the local licenses, we are a licensed firm recognized by (MOC), (GDT), (ACAR), and an active member of (KICPAA). In addition, we are an independent member of HLB International (UK), a global network of Advisory and Accounting firms. HLB International has maintained its #8 global ranking through the strength of 51,948 professionals across 155 countries. We combine local expertise with global capabilities to serve your needs.

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

### **1-Experience Accountant – 1 post**

#### **Key Responsibilities:**

- Manage the daily operations of in-house accounting and tax functions.
- Prepare monthly and annual tax returns along with the necessary paperwork.
- Ensure the accuracy of bookkeeping in compliance with applicable laws.
- Examine financial documents and transactions to ensure compliance and correct any discrepancies.
- Document financial transactions by entering data into accounting software.
- Maintain accounting controls by preparing and recommending policies and procedures.
- Reconcile financial discrepancies by collecting and analyzing account information.
- Secure financial information by performing regular database backups.
- Analyze financial information and summarize the financial status.
- Prepare financial statements and produce budgets according to schedule.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Contribute to strong client relationships through positive interactions with client personnel.
- Produce financial statements and analysis.
- Assist with financial planning and budget control, including monthly variance analysis.
- Check and verify all accounting and financial documents.
- Perform other tasks as assigned by management.

#### **Qualifications:**

- Bachelor's degree in accounting or finance or pursuing ACCA is preferable
- Knowledge of Cambodia accounting standards (CIFRS for SMEs)
- Knowledge of Cambodia tax law
- At least 4-6 years' experience in similar job capacity
- Strong organizational, time management, leadership and analytical and problem-solving skills
- Pleasant personality with a good working attitude, creative and innovative

- Analytical thinking, managing people, reliable, flexible, fast learning, and hardworking
- Ability to create and maintain business networks/relationships
- Ability to work well under pressure and meet deadline
- Good command of spoken and written English languages

## **2-Experience Senior Accountant – 1 post**

### **Key Responsibilities:**

- Manage the daily operations of the accounting department.
- Prepare monthly bookkeeping along with the necessary documentation.
- Prepare, monitor, and analyze accounting data, and produce financial reports for clients.
- Review and finalize monthly financial reports.
- Work closely with accounting, and tax clients, staff, and relevant government officials to ensure timely communication, collection, and submission of documents.
- Perform timely and accurate month-end journal entries and balance sheet reconciliations.
- Ensure proper recognition of revenue and expenses.
- Monitor cash and investment balances and perform cash flow forecasting.
- Ensure all finance and accounting operations comply with accounting standards, laws, and regulations.
- Perform year-end closing activities and assist with external audit requirements.
- Ensure the integrity of accounting information by recording, verifying, consolidating, and entering transactions.
- Prepare and record asset, liability, revenue, and expense entries by compiling and analyzing account information.
- Maintain and balance subsidiary accounts by verifying, allocating, posting, and reconciling transactions, and resolving discrepancies.
- Maintain the general ledger by transferring subsidiary accounts, preparing trial balances, and reconciling entries.
- Summarize financial status by collecting information and preparing balance sheets, profit and loss statements, and other reports.
- Complete external and tax audits by analyzing and scheduling general ledger accounts and providing information to auditors.
- Secure financial information by performing regular database backups.
- Perform other tasks as assigned by management.

### **Qualifications:**

- Bachelor's degree in accounting, Finance, or a related field; Master's degree or pursuing ACCA or CPA designation preferred.
- Knowledge of Cambodia accounting standards (CAS, IFRS, CIFRS for SMEs)
- Knowledge of Cambodia tax law
- At least 6-8 years' experience in similar job capacity
- Strong organizational, time management, leadership and analytical and problem-solving skills
- Pleasant personality with a good working attitude, creative and innovative
- Analytical thinking, managing people, reliable, flexible, fast learning, and hardworking
- Ability to create and maintain business networks/relationships

- Ability to work well under pressure and meet deadline
- Good command of spoken and written English languages

### **3-Accounting Intern**

#### *Responsibilities*

- Improving efficiency and developing your 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

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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
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#### **HOW TO APPLY:**

Interested Cambodia candidates only, please apply with your CV: [chanthorng.kit@hlb-cambodia.com](mailto:chanthorng.kit@hlb-cambodia.com) and cc: [info@hlb-cambodia.com](mailto:info@hlb-cambodia.com) / website: [www.hlbauditpartners.com.kh](http://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: 13 June 2025. Only short-listed candidates will be notified.