



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 #9 global ranking through the strength of 58,538 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.

Accountant – 2 posts

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.
- Manage AR and follow up on outstanding payments to ensure timely collection.
- 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.
- Contribute to strong client relationships through positive interactions with client personnel.
- Produce financial statements and financial 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, Finance, or a related field; Master’s degree or pursuing ACCA or CPA designation preferred.
- 3–5 years of relevant accounting experience.
- Good knowledge of Cambodian Accounting Standards (CIFRS for SMEs) and tax laws.
- Strong analytical, organizational, leadership, and problem-solving skills.
- Reliable, flexible, hardworking, and able to manage people effectively.
- Strong communication and professional relationship-building skills.

- Able to work under pressure and meet deadlines.
- Good command of spoken and written English.

Senior Accountant – 1 post

Key Responsibilities:

- Manage monthly bookkeeping and review supporting documentation to ensure accuracy and completeness.
- Prepare, monitor, and analyze accounting data, and produce financial reports for clients.
- Review and finalize monthly financial reports.
- Work closely with the accounting and tax teams, clients, and relevant government officials to ensure timely communication, document collection, and submission.
- Perform timely and accurate month-end 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 5-7 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

Senior Auditor – 2 posts

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.
- Experience in managing multiple assignments and team oversight.
- 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.

Associate Auditor – 2 posts

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.
- 1-2 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.

IT (Media & Graphic Design) – 1 post*Key Responsibilities:*

- Manage social media platforms, graphic design, photography, and content creation.
- Develop and implement social media strategies and campaigns to increase brand awareness and engagement.
- Create and publish daily content across relevant platforms.
- Maintain marketing files, records, reports, and contact lists.
- Collaborate with the Innovation Team on social media initiatives.
- Assist with the preparation of daily, weekly, and monthly admissions reports.
- Other task assigned by Management

Requirements

- Education: University/institute student, fresh graduate, or Bachelor's degree in Computer Science or a related field.
- Experience: 2–3 years of relevant experience preferred.
- Technical Skills: WordPress, AI tools, Power BI, data analytics, and Python.
- Soft Skills: Strong analytical, organizational, leadership, problem-solving, communication, and time management skills.
- Personal Quality: Creative, innovative, reliable, flexible, hardworking, and fast-learning.
- Other: Able to work under pressure and meet deadlines; good command of English.

Administrative and HR – 1 post*Responsibilities*

- Handle all recruitment processing and manage all employee personnel management
- Prepare and KPI setting and job descriptions that align with company policies.

- Review and update staff policies and the Employee Handbook, and interpret and communicate existing procedures, policies, and guidelines to new and current staff through training and orientation.
- Preparing the labour compliance document, work permit and employee record books with local authorities
- Prepare letters, reports and various documents relating to the outsourcing process as required
- Control day-to-day staff attendance/leave and prepare monthly report
- Recruit, interview and screen for vacant positions
- Manage all administrative functions to ensure efficient, compliant, and high-quality administrative support across the institute.
- Reviewing applicant qualifications to ensure compliance with institutional admission policies, regulatory, and MoLVT requirements.
- Prepare and maintain accurate administrative records, reports, and documentation to support institutional planning, decision-making, and audit requirements.
- Perform other related tasks assigned by management

Requirements

- Bachelor degree in Business Administrative, Business Management, or a related field.
- Minimum of 3–5 years of professional experience in the HR and Admin.
- 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

Audit, Tax, and Accounting Internships – 10 posts

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

- 4th year or Fresh graduate year students majoring in accounting, finance, tax, or another professional certificate.
- The student internship will be conducted under a six-month contract.
- Good knowledge of Cambodian Accounting Standards (CIFRS for SMEs) and tax laws.
- Passionate to tax, audit and accounting 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 salaries (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: 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 (Telegram), Deadline: 27 November 2026. Only short-listed candidates will be notified.