

**JOB OPPORTUNITY**

An & Lor Law Firm is a commercial boutique law firm registered with the Bar Association of the Kingdom of Cambodia. An & Lor commits to serve its clients and anticipate their needs to the best way possible with transparent, expeditious and professional legal assistance.

An & Lor is looking for a qualified candidate to fulfil the position of **1 (one) full-time Accountant**.

**Scope of Work and Responsibilities:**

- Perform all bookkeeping functions;
- Issue invoices and follow up on the payment;
- Perform all client billing functions and other account receivable functions;
- Pay vendor bills and manage accounts payable;
- Perform all data entry of cash receipts and client costs in billing and accounting systems;
- Perform all data entry of cash receipts and disbursements for the firm;
- Reconcile bank statements;
- Work up and make bank deposits for the operating accounts;
- Handle payroll;
- Provide all required financial reports to the managing partner on a monthly basis;
- Manage and oversight of the billing and accounting systems; and
- Perform receptionist work and other related tasks which may be assigned from time to time.

**Working hours:**

- Monday to Friday, 8:00PM to 5PM

**Reporting to:** Managing Partner

**Requirement:**

The requirement includes:

- Graduated in bachelor of accounting, banking or finance or related field or accounting or finance or related field
- Fluency in oral and written communication skills in Khmer and English; Good communications skills in other languages i.e Chinese is an asset
- Good computer skills
- Be willing to learn and having teamwork spirit.
- Attention to details.

**How to Apply?**

Interested candidates are supposed to send their CV with cover letter to [hr@anlor.legal](mailto:hr@anlor.legal) or deliver to building #36 (PPIU building), 9th floor, street 169, Sangkat Veal Vong, Khan 7 Makara, 12253, Phnom Penh, Cambodia **no later than 30 October 2020**. For further information, please reach us via 077-252-191.

