



Finance & Administration

Position: Finance & Administration Officer

Company: TapEffect Co., LTD

Location: Phnom Penh

Report line: CEO

Start: December 2021

The key responsibility of the Finance and Administration officer is to manage TapEffect's accounts and administration to ensure tax compliance and quality accounting and administration. The position will work with the GM and finance advisors as needed.

The ideal candidate is someone that has:

- Experienced in finance and administration with a strong understanding of the Cambodian tax system.
- Khmer and English language proficiency
- Proficiency in Quickbooks
- Ability to prioritize, plan and organize work and take initiative to introduce and improve systems.
- Detail oriented.

About TapEffect:

TapEffect is a business increasing access to affordable clean tap water for households across Cambodia, an essential service needed to ensure healthy and productive lives.

Objectives of the Role

- Ensure professional finance and administration management of the business.

Responsibilities

- Bookkeeping, documentation, reconciliation, and banking (Quickbooks, ABA, Acleda)
- Monthly signoff of accounts
- Working with auditors and finance advisors to ensure professional accounting
- Improve, develop and maintain business administration systems and procedures for ensuring professional operations

Preferred Qualifications:

- Bachelors or Masters degree in finance, accounting or related field
- Khmer and English language proficiency
- Woman are encouraged to apply

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