



Job Announcement

Banteay Srei (Citadel of Women) is a registered Cambodian NGO with over twenty years' experience working with poor vulnerable Cambodian women and communities in rural areas to promote women in political, economic and social development. Banteay Srei evolved from the International Women's Development Agency (IWDA), an Australian NGO, and has become a leading Cambodian NGO in the areas of building women's leadership in rural areas, strengthening women's participation in local community development processes, promoting gender equality and women's rights, and increasing community action on positive gender relations and against gender-based violence. **Banteay Srei is looking for highly qualified and dynamic candidate to fill the position of Finance and Admin Intern**, based in Phnom Penh.

Key Responsibilities:

- Assist FAA to checks all invoices, receipts, and other support documents.
- Copy documents
- Assist in logistic arrangement for meeting, workshop and training where organize by Banteay Srei.
- Assist FAA to updates the filing cabinets and archives old documents related to finance.
- Draft letter in and out for work related to finance.
- Performs other assignments/tasks as requested by FAA.

Qualifications:

- Study at university in Finance & Accounting
- Have some understanding of the theory and practice in financial management & administration
- Good knowledge of computer skills (systems and applications), with particular experience in accounting programmes such as QB.
- Interest to work as internship
- Works well as part of a multi-cultural team
- Practices active listening
- Ability to work with people of different backgrounds
- Outgoing personality with good communication skills.
- Ability to perform tasks in accordance to BtS organisational values.
- Willing to learn to new things of finance and admin works.

Interested and qualified candidates should send applications (CV and a cover letter) to Banteay Srei by email: banteaysrei_finance@online.com.kh or office addresses in Phnom Penh: #19B, St. 145, Psar Doem Tkov, Chamcarmon, Phnom Penh. Tel: 023 216 922. Detailed job description is available on our website: www.banteaysrei.info. Women are strongly encouraged to apply.

Only short-listed candidates will be contacted.
Closing date: Friday 9th December, 2016 at 5:00pm