



Accountant iLEAD International School

In its mission iLEAD is an international, secular non-sectarian school that offers high quality early childhood to primary education incorporating both an international and national curriculum for children aged two and above. Our programs are delivered in English and Khmer to empower our students to develop themselves, fulfil their potential and achieve success in Cambodia and abroad.

iLEAD International School's vision is:

Inspiring confidence, integrity, self-discovery and the pursuit of excellence in every child.

iLEAD International School is a social enterprise. It also functions as a centre of training and resources for the teachers of the free-of-charge rural community preschools that Aide et Action Cambodia runs as a part of its early childhood care and education program. All profits generated from the school are contributed towards sustaining and expanding the rural community preschools. The goal of iLEAD International School's centre of training and resources is to provide access to and improve the quality of education that is delivered in Cambodia's remote and poor communities.

The Job

Job Title: Accountant

Entity : iLEAD International School

Schedule: Full-time

Location: Phnom Penh, Cambodia

Hierarchical Manager: School Principal

Positions Open: 1

Responsibilities

- Responsible for all the daily book keeping and accounting entries into the accounting system (QB)
- Assist Finance and Admin Supervisor in preparing vouchers, payment, advance and clearance; and scanning the receipts.
- Control inventory and stock report
- Assist Finance and Admin Supervisor in dealing with the bank transaction & other banking requirements and monthly bank reconciliation.
- Assist Finance and Admin Supervisor in dealing with tax declaration
- Produce accounting report (daily, weekly and monthly)
- Ensure accounting rules are complying with the procedure and policy.
- Others task assigned by supervisor

Candidate Profile

Requirements

- Knowledge of Microsoft Word/Excel, QuickBooks, Internet, and Email
- English skills (listening, speaking and writing...), French is a plus.
- Bachelor degree upper (preferable major accounting, finance, and audit).
- At least 1 year experience in the field of finance and accounting,
- Honest, high responsibility, and hard working

How to apply

Interested candidates who meet the required qualifications are invited to send their CV with a covering letter outlining their motivation in applying for this position; including references to Ms. Eab Muykong at email: muykong@ilead-international.org / : Admin@ilead-international.org no later than 31st of March 2018 with successful applicants to commence as soon as possible. It is recommended to apply ASAP as iLEAD International School conducts rolling recruitment and close submissions as soon as the positions are filled. *Please do not attach any certificates.*