



វិស័យហិរញ្ញវត្ថុសង្គម

## VACANCY ANNOUNCEMENT

**CHAMROEUN** is a leading Cambodian social microfinance institution working to achieve positive and lasting changes in the livelihoods of economically active poor families by providing a wide range of responsible microfinance and complementary socio-economic services in a socially responsible manner. As of today, Chamroeun is standing in grade 11<sup>th</sup> among all microfinance institutions in Cambodia in terms of active borrowers with 25 service points in 16 provinces across the country. As of 30<sup>th</sup> January 2017, Chamroeun employed 300 full time staff.

Position	Report to	Location	Closing date
<b>Internal Auditor (2 posts)</b> (i) Operation Audits and (ii) Support Function Audits	<b>Chief Internal Auditor</b>	<b>Head Office</b>	<b>24<sup>th</sup> March 2017</b>

### ROLES AND RESPONSIBILITIES:

- Perform day-to-day activities associated with the completion of compliance monitoring processes to include on-site, off-site and spot check audits for operation and marketing (OP);
- Perform day-to-day activities associated with the completion of compliance monitoring processes to include on-site, off-site and spot check audits for Financial, Human Resource, Administration and Information Technology and Legal (SF);
- Conduct internal audit for Chamroeun's branches and head office in compliance with the policies, procedures, guidelines and other decision for the professional practice (OP & SF);
- Ensure working papers are completed and in order—initials, cross-references and clearance (OP & SF);
- Ensure performance achieved with monthly plans and annual plans as assigned by Chief Internal Auditor;
- Perform report writing and ensure audit reports are completed and distributed, following an audit in accordance to established milestones and timelines (OP & SF).

### QUALIFICATION

- Bachelor degree of Accounting and Finance or other related fields;
- At least 2 years of practical experience in Auditing and demonstrated knowledge of the micro-finance sector is strongly preferred;
- Good interpersonal and communication skills, ability to communicate constructively yet without compromise on sensitive issues, and maintain good working relations with audited parties;
- Good team player, work and result-oriented with high integrity and commitment;
- Ability to handle multiple tasks and complexities to work without supervision and under pressure.



### BENEFITS AND REMUNERATION

**CHAMROEUN** offers candidates a competitive salary based on competency, experiences, and scope of work. We also provide annual salary increase based on annual performance and inflation, 13<sup>th</sup> month salary for Khmer New Year healthcare program, life and accident 24-hour insurance and other benefits.

### HOW TO APPLY

Interested and merit applicants meeting the above requirements should submit cover letter and CV with current photo, a copy of previous employment recommendation, family or residence book, ID card, or certificate of birth, any diplomas or certificates to Chamroeun's Head Office located at 425, Street 271, Sangkat Toul Tumpoung II, Khan Chamkar morn, Phnom Penh, Cambodia or the branches nearest to you or via email: [job@chamroeun.com](mailto:job@chamroeun.com). For further details job description please kindly to visit our website: [www.chamroeun.com](http://www.chamroeun.com).

**CHAMROEUN** is an Equal Opportunity Employer. Qualified women and disabled people are strongly encouraged to apply, and only shortlisted candidates will be contacted for interview. The candidate's application will not be returned.