



វិទ្យាស្ថានប្រឹក្សាភិបាល

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 10th among all microfinance institutions in Cambodia in terms of active borrowers with 25 service points in 16 provinces across the country. As of 30th May 2017, Chamroeun employed 280 full time staff.

Chamroeun is now seeking for a dynamic and talent candidate to fulfill the vacancy position below:

Position	Report to	Location	Closing date
Head of Internal Audit	Audit Committee, CEO	Head office	14 July 2017

ROLES AND RESPONSIBILITIES:

- Formulate annual work and financial plans / budgets of IA department;
- Design and review audit policies, procedures and working papers that are geared towards ensuring compliance with government laws and regulations, as well as internal policies and procedures;
- Responsible for the effective implementation of all audit functions;
- Issue instructions for smooth, effective and efficient working of the IA department and take corrective actions as necessary;
- Provide necessary trainings and technical support to other IA staff;
- Participate to meetings such as Audit Committee, Senior Management, General management, and Internal Audit, etc.;
- Ensure that all findings and associated recommendations are followed-up and that procedures and systems are reviewed when applicable, to prevent waste, extravagance and fraud;
- Advise on appropriate systems of controls and other accounting and operational matters to management;
- Produce monthly audit reports for the CEO and quarterly and annually to the Audit Committee;
- Ensure that the internal control reports are complete and sent to branch and related departments on time.

QUALIFICATION:

- At least Bachelor Degree in Accounting or other related fields, CPA is preferable;
- At least 3 years experiences in managing of audit or other related fields (Experience with External Audit Firm is plus);
- Comprehensive Knowledge of auditing practices, procedures and principles, sufficient to interpret and analyze complex concepts and apply it in innovative ways. Skills and knowledge should include an extensive understanding of financial, operational, market, and credit risks;
- Good interpersonal and communication skills, ability to communicate constructively without compromise on sensitive issues, and maintain good working relations with colleagues, subordinates, and relevant stakeholders;
- Showed high integrity with strong commitment to achieve the assigned jobs in line with result orientation to meet with the agreed deadline;
- Native Khmer, very strong grasp of the English language (written and spoken).

BENEFITS AND REMUNERATION

Chamroeun offers candidate a competitive salary based on competency, experiences, and scope of work. We also provide annual salary increase based on annual performance and inflation, 13th month salary for Khmer New Year, healthcare program, and group personal accident 24-hour insurance, and other benefits.

HOW TO APPLY

Interested and merit applicants meeting the above requirements should submit cover letter and CV to Chamroeun's Head Office located at 425, Street 271, Sangkat Toul Tumpoung II, Khan Chamkar morn, Phnom Penh, Cambodia or via email: job@chamroeun.com. Website: 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.