

Job Description

Overview of Emerging Markets Consulting (EMC)

EMC is a consulting and investment advisory firm that brings international best practices to private and development sectors in Southeast Asia. We offer our clients and partners an unparalleled combination of international expertise and extensive local knowledge.

Overview of Finance, Commercial & Administration (FCA)

The **Finance, Commercial & Administration (FCA) team** handles all financial aspects of EMC, such as daily bookkeeping, and prepare monthly financial statements and payroll. The team also covers the administrative needs of EMC, such as reimbursements for company related reimbursement, logistic arrangement for project needs, and handling Visa extension and work permit/workbooks for our international staff, etc.

Job Vacancy

Position	Assistant, Finance & Admin
Department/Team	Finance, Commercial & Administration
Report To	Senior Officer, Finance & Admin
Location	Phnom Penh
Type of Employment	Full Time

Duties and Responsibilities

- **Administrative Responsibilities:**
 - Perform admin support function for all projects including printing, photocopying and filing
 - Assist with company's event organization
 - Coordinate travel and logistic arrangements
 - Maintain calendars and perform necessary scheduling for client work
 - Reception tasks – answer telephone calls and greet visitors
 - Prepare tea and coffee for visitors
 - Prepare and send documents
 - Manage stationery, water and printer ink as well as other supplies for the office
 - Manage common areas including tea and coffee area and printing area (Contact the cleaning tea if cleaning is required)
 - Liaise with IT suppliers when required
- **Finance Responsibilities:**
 - Prepare necessary documents to support the payment process and review all payment vouchers
 - Be responsible for petty cash
 - Assists supervisor in managing daily accounting activities
 - Perform other duties as requested

Profile and Qualifications	
Minimum Education	<ul style="list-style-type: none"> • Bachelor's degree in Business Administration, Accounting, Finance, Banking or other relevant fields
Professional Experience	<ul style="list-style-type: none"> • At least 1 year of experience in a professional work setting. Experience in Accounting, Finance, or Banking field is advantageous.
Knowledge	<ul style="list-style-type: none"> • Knowledge of Accounting and Finance practices • Good spoken and written English and Khmer • Proficiency with MS Office Suite (Word, Excel, etc.)
Skills and Abilities	<ul style="list-style-type: none"> • Strong communication and interpersonal skills with diverse groups • Strong attention to details • Willingness to take the initiative to learn new skills and adapt to a new environment • Ability to work independently as well as with others
Other Requirements	<ul style="list-style-type: none"> • Willingness to travel when necessary

Applications

EMC is committed to diversity and inclusion within its workforce and encourages qualified female and male candidates from all religious and ethnic backgrounds, including people with disabilities, to apply.

If you are interested in pursuing a career with international growth opportunities, please submit a CV and cover letter to recruiting@emc-consulting.asia, with "**Assistant, Finance & Admin**" in the subject line. Only shortlisted candidates will be contacted. For further information, please visit our [EMC Facebook feed](#); [EMC LinkedIn](#) and [visit our website](#).