



## VACANCY ANNOUNCEMENT

### Service Contract: Accounting Assistant

The Cambodia Development Resource Institute (CDRI), Cambodia's leading independent development policy research institute, is seeking to recruit one **Accounting Assistant** for a *three-month service-contract* with possible extension. The Accounting Assistant will be responsible for operating cash systems and accounts and monitoring expenditures and resources as assigned. S/he will assist the finance officer in performing accounting functions including, but not limited to, cash replenishment, petty cash, cash disbursement, and other administrative duties.

#### **Minimum Qualifications:**

- Bachelor's degree in Finance & Accounting, or Business Administration, or related field.
- At least two-year working experience in the cashier or accounting field.
- Meticulous, detail-oriented personality, integrity and trustworthiness, and confidentiality.
- Very good communication skills in English, both oral and written.
- Positive attitude, commitment to excellence, and good teamwork.
- Willing to undertake a variety of duties as required by the Unit head

For further details about this post and CDRI, please refer to the CDRI web site: <http://www.cdri.org.kh>. Interested applicants are invited to submit their updated CVs and a cover letter, and contact details of three professional referees (names, postal and email addresses, telephone numbers) to the HR and Administration Unit of CDRI at [hr@cdri.org.kh](mailto:hr@cdri.org.kh) or dropping a hard copy at CDRI # 56, St 315, Tuol Kork, Phnom Penh. The application should reach us by 31 August 2020.

***Female applicants are particularly encouraged to apply.***  
*Only short-listed candidates will be notified.*