

JOB DESCRIPTIONS

BUILDING TRUST



Job Title: Chief Accountant	Department: Building System
<p><i>SIKA is a multinational company, with head office in Switzerland. 27,000 employees over 300 factories worldwide. A major partner for all contractors and developers in Cambodia established in Cambodia for 20 years. SIKA manufactures and distributes a large range of construction materials: concrete admixtures, waterproofing, sealing and bonding, flooring, roofing, structural strengthening, we are the leader worldwide.</i></p>	

Location	SIKA Phnom-Penh Factory, Cambodia
Reporting To	Reports directly to the Finance Controller.
Overall responsibility:	To control and operate the financial accounting aspects of the Company.
Main Tasks, Responsibilities and Authorities	<ul style="list-style-type: none"> • Adherence to accurate and timely preparation of accounting requirements as laid down in Sika Cambodia's End of Month timetable. • Timely preparation of all financial ledger account reconciliations. These reconciliations are to be kept current. • Ensure all subledger systems agreed with the general ledger. This must be monitored and controlled daily. Review monthly general ledger trial balance and reflect adjustments promptly. • Daily control of payment, accounts payable and bank account status (Cash flow control). • Control of stock, trade creditor and overseas imports and their related accounting and costing requirements. • Preparation of sales tax, payroll tax, fringe benefit tax and other related returns as required, e.g., prescribed payments tax. • Maintain a fixed assets register system for both books and tax purposes and exercise the related capital expenditure control requirements. Fixed Assets Stock take is to be carried out twice every year. • Ensure Company financial policy and procedures and internal accounting control requirements are being adhered to. • Provide assistance in the preparation of monthly and quarterly financial statements and reports as required by group. • Provide support and training to accountants on accounting matters. Flexibility and initiative are expected of the incumbent. • Ensure accounting records are kept and filed properly to satisfy statutory and audit requirements.

SIKA (CAMBODIA) LTD.,

Legacy Business Center, Building #29 street 245 (Mao Tse Tong Blvd), Sangkat Tuol Tom Pong 2, Khan Chamkarmorn, 12308, Phnom Penh, Cambodia Tel: +855 23 901 450 / www.sika.com.kh

	<ul style="list-style-type: none"> • The implementation and maintenance of the Company' s quality system relating to Financial Accounting area as defined in the Quality Assurance Procedures and Job Instruction Sheets. • Directly supervise the accountants, unless specified otherwise. • Other tasks will assign by the Finance Controller/General Manager
Education Requirement	<ul style="list-style-type: none"> • Bachelor or MBA graduate in accounting and finance
Experience Requirement	<ul style="list-style-type: none"> • 3-5 years' experience
Skill Requirement	<ul style="list-style-type: none"> • Good Communication Skills is a must • ACCA or CAT is advantages. • Good Tax knowledge and experience in Tax audit • Good command in English
Benefit	<ul style="list-style-type: none"> • To be discussed / high package depending on experience and performance / High bonus scheme possible. • Health insurance • Transport provided for work purpose only (to site from office or from office to site) • Experience in an International company and career perspectives • Growing Network in Construction Industry • Training / E-training
How to apply	<ul style="list-style-type: none"> • Please send your CV to hem.sovannsocheat@kh.sika.com. Please put the subject of the email with the position you are applying for, Ex: Ms/Mr. xXx Xxx is Applying for XxX) • Please add 3 references of trusted persons that can recommend you. • The position is available now, please check our website before sending your CV : www.sika.com/www.sika.com.kh

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