

Exceed-worldwide, a United Kingdom-based INGO that provides rehabilitation and community support services to persons with disabilities, is recruiting a Cambodia national for two positions (1) **Account Administrator** and (2) **Receptionist** based in Phnom Penh

The responsibilities for the position for Account administrator:

- Be responsible for handle petty cash, payment of cash accounts and keep a daily record of cash accounts transactions
- Keep accurate records of receipts, payments, and cash advances
- Be responsible for payment staff salary tax to the Government
- Be responsible for payment staff National Security Fund
- Carry out of daily cash count
- Assist accountant in documents preparation for ISO and financial audits
- Provide assistance to accountant in maintaining accounting and financial control systems to provide security over Exceed Worldwide property and resources
- Receive monies from donor, or partner organization and maintain records of income – including sale of merchandise
- Arrange bank transactions – deposit, withdrawal, transfer, collecting bank statement, follow up inward bank transfer, and credit/debit advices.
- Be responsible for financial documents filing system
- Help open bank account for new staff and students

The responsibilities for the position for Receptionist:

- Welcomes to all clients/patients, families and visitors up on their arrival at the center
- Registers all client/patients and enter relevant information into database
- Arranges appointment for client/patients
- Maintains all client/patient record and present records as required
- Manages use of telephone, and mail system
- Manages sale of Exceed's merchandise and issue receipts for cash donations
- Operates telephone switchboard
- Produces monthly report of prostheses/orthoses
- Records all visitors in the visitor book
- Manages petty cash and make payment to client/patient

The essential requirements for the position for Account Administrator:

- Education to Bacculaureate of Accounting level or other equivalent diploma
- Has computer skills including Quick Book, Word and Excel
- Good written and spoken English
- Has good communication skills
- Willing to learn new skill and knowledge
- Be initiative
- Be very honest and system oriented.
- Confidentiality
- Ability to work with a team

The essential requirements for the position for Receptionist:

- Education to Baccalaureate level or other equivalent diploma
- Has computer skills including Word, Excel and Access
- Good written and spoken English
- Has good communication skills
- Willing to learn new skill and knowledge
- Be initiative
- Be very honest and system oriented.
- Customer service focused
- Confidentiality
- Ability to work with a team

(1) **For Account Administrator Salary: 300\$-350\$ per month**

(2) **For Receptionist Salary 250\$ per month**

How to apply:

The interested candidates are requested to **submit CV and Cover letter** either by email or hard copies to Mr. Sam Bunthoeun, admin@exceed-worldwide.org Tel: 011 532 009 (address #20C, Group3, St.Doung Ngeap II, Sangkat Stung Mean Chey, Khan Mean Chey, Phnom Penh) and a detailed job description is available by E-mail requested to and other relevant documents are upon request.

The deadline for application will be closed on **17 Mar 2021** only short-listed applicants corresponding to the above description will be notified for the interview process. Submitted documents will not be returned. If you are persons with disabilities, and need any assistance, please let us know.

The successful candidate will be required to comply with Exceed Worldwide's Child Protection Policy.

Women and Persons with Disabilities are strongly encouraged to apply.