



Employment Opportunity

HML XAT Consulting ("HML XAT"), has been formed to be on the cutting edge of the fast growing Cambodia economy. With experienced international and Cambodian experts, HML XAT, provides businesses and corporations with professional, timely and sound advice on taxation. Due to our extraordinary service, our clients are able to focus on their core business. HML XAT understands that client satisfaction is the key to our success. With our fast growth, we are now seeking for customer-oriented and motivated individual to join our team in the following positions:

Position	: Tax Assistance (2 Positions)
Location	: Phnom Penh
Reporting to	: Tax Adviser and above
Subordinator	: No

1. TASKS:

- Assisting with tax and accounting work.
- Translate all documents into English and vice versa.
- Assist in formatting the documents to be sent to client.
- Summarizing documents provided by client and other tax forms.
- Processing payment at bank and submitting tax form at GDT or Tax Branches.
- Processing payment and bookkeeping accounting entries in Quickbook.
- Preparing Journal, Cash, and Payment Voucher.
- Provide general administrative support to the firm.
- Completing other tasks as assigned.

2. RESPONSIBILITIES:

- Ensure accuracy and quality of translated documents;
- Ensure the completeness and correctness of all documents to be sent to Clients or other Staff; and
- Keep update the firm's e-library with all laws and regulations.

3. QUALIFICATIONS:

- At least in Bachelor degree and above major in Accounting, Finance or Banking.
- Able to use Microsoft Word & Excel (Quickbook knowledge is preferable)
- Good at speaking, reading, & writing English, knowledge of Chinese is preferable.
- Dynamic, pleasant, hardworking, honesty, and healthy.
- Good organizational, interpersonal and communication skill;

SALARY

Salary and benefits will be commensurate with knowledge and experience.

TO APPLY: Interested applicants should submit their CV along with supporting certificates to our office or by email: contact@hml.com.kh, no later than 31th January 2019. Only shortlisted candidates will be contacted for interview.