



គ្រឹះស្ថានមីក្រូហិរញ្ញវត្ថុ មហានគរ ម.ក

MOHANOKOR Microfinance Institution Plc

Job Announcement

MOHANOKOR Microfinance Institution Plc is a financial institution in the provision of inclusive financial services to poor people within operation areas in 25 provinces and cities in order to contribute to the social economic development in Cambodia. To respond with rapidly growth of institution, we are looking for the qualified applicants for the vacant position as **Financial Control Officer - 02 Post** based in **Head Office**.

❖ Job Responsibilities:

- Monitoring loan disbursement to ensure that all loan accounts are properly disbursed based on policies and procedures.
- Responsible for and monitoring all branches for completing 12 Crono, make sure the branch inputs their files correctly.
- Monitor the list of loan contracts and checklist regularly to assist in the verification of the disbursement by the branch.
- Check the expense of branches in the system to ensure accurate registration by type of operation, which can be adjusted on time.
- Review the daily report that the branch scans to ensure that the recording is accurate according to the transaction and can be adjudicated on time.
- Review the monthly report that the branch sent through the partner to the head office to ensure the recording of adjustment transactions according to the category of expenses.
- Support branches and monitor the report on reconciliation of bank operations in branches.
- Reviewing daily savings accounts to ensure that all savings accounts are properly booked based on policies and procedures.
- Monitor and support all add petty cash replenishment at branches to ensure the recording of adjustment transactions according to the account category.
- On-site inspections of all branches for 2023 (at least once per branch) and the release of internal control reports for approval by the head of Finance Department for activities.
- Monitor the implementation and on-site inspection to all branches for 2023 (at least once per branch) on what was previously determined and and release the report on monitoring the implementation on Findings to obtain approval by the head of Finance Department for activities.
- Check monthly financial documents at the head office level to ensure that they are kept correctly.
- Responsible for approving cash transfers and adjustment transactions in the branch system.
- Support all requests for approval from the head of the Finance Department, such as the annual audit and the annual tax.
- Support branches by phone.
- Responsible for the other assigned tasks as required by the management.

❖ Job Requirement

1. Bachelor degree in Public Administration in Accounting.
2. At least 2 year of professional experiences.
3. Good in Microsoft Office (Words, Excel, Power point, Email).
4. Good communication with all relevant media and increase trust.
5. Honest, healthy, willing to work, patient.

➤ How to apply

- Interest candidates can be send an application with detailed CV to MOHANOKOR through E-mail address: recruitment@mohanokor.com or direct address #24, Yothapol Khemarak Phoumin Blvd (271), Sangkat Ou Baek K'am, Khan SenSok, Phnom Penh, Kingdom of Cambodia.
- Only short-listed candidates will be contacted for an interview
- For more information, please contact phone or Telegram: **087 999 291 / 087 999 221**.

Thank You!