

# ADMINISTRATIVE AND FINANCIAL MANAGER

## Insuco Cambodia

### About Insuco

Insuco is an international consulting firm, specialized in engineering and social sciences dedicated to economic development and infrastructure projects in the South, with mandates in nearly 50 countries and entities incorporated in Africa, Latin America and the Caribbean, and Asia.

The Group has more than 120 permanent employees and about 250 collaborators.

As part of the development of our activities in Asia, we are looking for **an Administrative and Financial Manager in Cambodia**

### Personal qualities

- You have a strong command of financial management and accounting approaches and tools, and master Cambodian accounting standards.
- You have an excellent ability to analyze cash flow requirements and financial flows and a sense of anticipating the risks associated with financial operations.
- You have a sense of commitment and responsibility and an excellent ability to summarize and report on financial matters.
- You want to join a multicultural, young, dynamic and innovative team.



### Position to be filled in September

To apply, please email your application (CV + covering letter), with reference "AFMCCB202205" to the following address: [ousmane.conte@insuco.com](mailto:ousmane.conte@insuco.com) by **17 May 2022 at the latest**.

Only applications that meet the required profile will be considered.

### Financial and accounting allocations

- Preparation of the monthly cash flow plan;
- Keeping the company's accounts ;
- Preparation of financial statements ;
- Preparation of invoices and follow-up of customer payments;
- Reporting.

### Administrative and HR responsibilities

- Management of the administrative database (administrative and legal documents of the company) and HR (contracts and administrative documents of the staff);
- Management of the relationship with the administrative authorities (tax authorities, social security, labor inspectors, etc.) and with employment agencies;

### Logistical responsibilities

- Office logistics management: procurement and management of office supplies; purchase of flight tickets; contract management (electricity, water, various services, etc.);
- Management of field logistics: reception and management of expert's stays, management of hotel booking, base camps, vehicles rental, etc.

### Profile

#### Training

- Minimum 4 years of higher education in accounting - management - economics or other equivalent degree.

#### Experience

- At least 3 years of professional experience in an equivalent position.

#### Skills

- Excellent command of Cambodian financial and accounting approaches;
- Excellent command of management, finance and accounting tools;
- Good command of English and Khmer is required. A good command of French is an asset.
- Rigor and ability to produce reliable and correct data within reasonable time limits.

#### Conditions

- To be negotiated;
- Position based in Phnom Penh, in Insuco's office;
- Permanent contract under Cambodian law.