



Accountant - Job Description

Phnom Penh, 9 February 2022

PAVILION is a 36-room boutique hotel located in the centre of Phnom Penh, managed by MAADS. PAVILION caters mainly for Western guests. It is located a few blocks from Phnom Penh's most visited areas.

Job Summary

Support the General Manager in performing admin, financial and supply tasks.

Detailed Responsibilities

Daily

- Disburse petty cash on the basis of properly authorized documentation.
- Maintain a log of Petty Cash Vouchers and Receipt book.
- Prepare the invoices and ensure they are properly documented.
- Ensure all payments for suppliers are prepared following purchasing procedures.
- Collect payments from travel agencies.
- Ensure proper filing is maintained for all documentation.
- Attend required job trainings and at all times wear uniform and name-tag.

Monthly

- Prepare all monthly payments such as electricity, rental, suppliers, etc.
- Prepare salaries, taxes and pay-slips.
- Prepare sales tax payable calculation.
- Properly file and store all monthly documents in accordance with company policy.
- Coordinate and take part in the stock-taking/inventories with all departments and record all data.

Annually

- Assist the general manager with gathering all data for annual year-end closure data.

Procurement

- Upon request, make required purchases from the markets and shops.
- Negotiate prices and terms with suppliers, vendors or market sellers.
- Objectively analyze/compare information about suppliers.
- Submit suppliers information to the manager, help selecting them following procurement procedures.

PROFILE

- Good knowledge of Excel, Word, Outlook, Accounting Program Sage OR Quick Book. Knowledge of Property Management System Room Master is preferable.
- Very motivated and available.
- Patient and calm in all situations.
- Flexible with work schedules.
- Working level of English is mandatory.
- Successful previous experience in a similar position is preferable.
- Good presentation, honest, dedicated and motivated.

REPORT

To PAVILION General Manager.

SCHEDULE

As necessary, with a minimum of 8 hours, 6 days a week.

CONDITIONS

- Based in Phnom Penh at PAVILION hotel.
- Local contract, with a probationary period of 3 months.
- Beginning of contract desired: as soon as possible
- Salary will be discussed during the interview.

APPLICATION

- Closing date: 9 March 2022.
- Only shortlisted candidates will be contacted.
- Only locally present candidates will be considered.
- Please send CV and cover letter to Pavilion: nassiba@thepavilion.asia