

Exciting Career Opportunity

Foreign Trade Bank of Cambodia (FTB) is the first commercial bank in Cambodia, a truly local bank trusted since 1979. FTB has been providing customers with safe and reliable banking services. With the vision to be the preferred commercial bank in Cambodia, we continue supporting customer to grow and prosper while offering stable and long term career opportunities for all staff. As we are expanding the operation and building a high performing team to support our long-term sustainable growth, we are looking for highly motivated and qualified candidates to join with our “**Employer of Choice Bank**”

MIS Officer

(01 position Based in Head Office)

This role is working in Management Information System Office and responsible to develop and generate management reports in accurate and timely manner.

Main Duties

- Prepare daily report on daily cash settlement.
- Prepare weekly for statistic report.
- Prepare cash transaction report (CTR).
- Prepare twice weeks report on deposit performance.
- Prepare report of base period on reserve requirement.
- Prepare report of maintenance Period on reserve requirement.
- Create or update format reports.
- Other tasks assigned by Management.

Skills/ Experiences

- Bachelor Degree in Accounting and Finance/Business or related field
- Minimum of one year in in related areas.
- Understanding on accounting techniques
- Good organizational and time management skills
- A strong desire to work in a team oriented
- English language proficiency
- Computer literacy in Microsoft Office Word & Excel

How to Apply:

Submission Deadline: 10 Feb 2021 at 5.00 PM

Interested applicants, please send by email attached with a cover letter and your most updated CV (with current photo) to: hr@ftbbank.com or submit the hard copy at Our Head Office, Building No. 33 C-D, Tchecoslovaquie Blvd (169), Sangkat Veal Vong, Khan 7 Makara, Phnom Penh. Only short-listed candidates will be contacted for interview.

More information, please kindly contact phone number: 081 666 597/081 666 535

☎ : 023 862 111

E-mail: hr@ftbbank.com

www.ftbbank.com

 : www.facebook.com/ftbcambodia