



## Employment Opportunity

LIM Law Group has positioned itself to be an integral part of the dynamic legal, business and development environment in the Kingdom of Cambodia. We stand ready to offer our services to a client base of Cambodian and international individuals, businesses, institutions, organizations and charitable or philanthropic entities so that they can develop and implement their plans and relationships in Cambodia with security, confidence and success. With our fast growth, we are now seeking a customer-oriented and motivated individual to join our team in the following position(s):

|                     |  |
|---------------------|--|
| <b>Position</b>     | <b>: Accounting Assistant (1 Position)</b> |
| <b>Job Term</b>     | <b>: Full Time</b>                         |
| <b>Location</b>     | <b>: Phnom Penh</b>                        |
| <b>Reporting to</b> | <b>: Finance Manager</b>                   |
| <b>Subordinator</b> | <b>: Yes</b>                               |

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### **1. TASKS:**

- Review and record staff time record;
- Review and issue monthly billing to client;
- Monitoring Account Payable and Account Receivable report;
- Properly recorded transactions into accounting system;
- File and maintain accounting documents including client file;
- Assist with basic bookkeeping for clients;
- Assist with tax compliance work including monthly tax declaration and lodgements;
- Perform other tasks as assigned.

### **2. RESPONSIBILITIES:**

- Ensure accuracy and quality of tax and accounting records.
- Ensure the completeness and correctness of all documents to be sent to Clients or other Staff.
- Maintains custody of documents to ensure copyright handling.

### **3. QUALIFICATIONS:**

- Age: 21-35 years.
- Bachelor Degree and above major in Tax, Accounting, Finance or Banking.
- At least 1 year of progressive experience relating to tax work.
- Able to use Microsoft Word & Excel.
- Good at speaking, reading and 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 experience. Women and men are welcome to apply.

**TO APPLY:** Interested applicants should submit their CV along with supporting certificates to our office or by email: [hr@limgroup.com.kh](mailto:hr@limgroup.com.kh), no later than 31<sup>th</sup> January 2026. Only shortlisted candidates will be contacted for interview.