Job Announcement

The Cambodian Disabled People's Organisation (CDPO) was established in 1994 as a movement of Cambodians with disability. CDPO is a membership based, non-government organisation, representing persons with disabilities in Cambodia. We are working towards becoming "The voice of persons with disabilities in Cambodia". CDPO is now looking for qualified person for fulfils a position below:

Position: **Accounting Officer**
Base in: **Phnom Penh and Province**
Contract duration: **12 Months (Possible Extension)**
Number of hiring: **01 Person**

Main Duties and Responsibilities

- Prepare payment and receipt vouchers and ensure transactions have complete supporting documents.
- Record daily financial transactions accurately and on time in QuickBooks or other accounting software.
- Maintain petty cash and update the petty cash book, ensuring proper documentation and reconciliation.
- Maintain bank transaction records and prepare bank reconciliation statements for review.
- Prepare payment for salary tax, withholding tax, and NSSF schedules and supporting documents.
- Monitor staff advances and assists in reviewing expenditure documents and advance settlements.
- Prepare accounting schedules and supporting documents for donor financial reports and annual audits.
- Assist in maintaining fixed asset and inventory records and organizing financial documents.
- Ensure compliance with the organization's Finance and Accounting Policy, donor requirements, and applicable regulations.
- Perform other finance and accounting duties assigned by the supervisor

Person Specifications:

Essential:

- Bachelor's degree or diploma in Accounting, Finance, Business Administration, or a related field.
- At least 2–3 years of relevant accounting experience; NGO experience is an advantage.
- Knowledge of bookkeeping, accounting principles, and financial documentation.
- Basic knowledge of Cambodian tax and NSSF requirements.
- Understanding of disability rights.
- Willingness and ability to travel to and work in provinces.

Competencies:

- Experience with QuickBooks and Microsoft Office, particularly Excel.
- Strong computer skills: QuickBooks, proficiency in Microsoft Office, and use of the Internet and email.
- Strong attention to detail.
- Ability to meet deadlines.
- Planning skills.
- High integrity, honesty, confidentiality, and accountability.
- Ability to work with minimal supervision.
- Good communication and teamwork skills

Closing Date: November 27, 2026, at 17:00pm

Please read full detail of the roles and person specification and application guidelines on our job announcement. **Women, diverse people,and people with disabilities are strong encouraged to apply.** Please mention your **disability type** in your CV or Cover letter. Interested candidate are requested to submit their application letters and CVs to CDPO Office at # 469, Street: 89BT, Tnot Chrum Village, Sangkat Boeung Tumpun II, Khan Meanchey, Phnom Penh, Cambodia or through email: recruitment@cdpo.org. For more information, please contact via telephone: 015/092 221 823. Only short-listed candidates will be contacted for an interview. We reserves the right to close this job early if we receive a sufficient number of application.