

## Administrative and Finance Intern

### About us:

OIC Cambodia is working to grow speech therapy services in Cambodia and helping those with communication and swallowing difficulties.

We launched in 2013 to start bringing speech therapy to Cambodia for the estimated more than 600,000 people with communication and swallowing difficulties.

Our end goal is to have 100 university qualified Cambodian Speech Therapists employed in Cambodia by 2030, after which OIC will exit Cambodia.

Happy Kids Clinic is a social enterprise of OIC Cambodia and was established in June 2016. Happy Kids provides therapy services to children with communication and learning difficulties. We see children at school, in their home or at our clinic.

### The role:

The key purpose of this role is to fulfil the administration and accounting needs of OIC and Happy Kids Clinic.

### General duties

- Handling matter
- Handling banking matter
- Prepare cash flow budget
- Prepare tax make payment
- Following up registration

### Person Specification:

*Essential qualifications, experience, skills, and personal attributes:*

- Proficient Khmer speaker
- Completed High School, additional qualification as an Administrative assistant or Accounting will be a plus
- Excellent written and verbal communication skills
- Excellent time management and organizational skills
- Able to communicate in English

### Benefits:

- Gain more Knowledge of office management systems and procedures
- Able to see the successful implementation of one of the biggest gaps in basic health care within Cambodia

### How to apply

To apply for the role, please send your application to [adm\\_manager@oiccambodia.org](mailto:adm_manager@oiccambodia.org) with the following documents:

- **Resume/CV**
- **Cover letter addressing the selection criteria**

Incomplete applications will not be considered. The closing date for applications is March 29<sup>th</sup>, 2019.