



Calling for Internship Candidates!

About PLATFORM Invest in Impact

PLATFORM is a leading impact investment advisory firm, dedicated to scaling innovative solutions for development that are socially, environmentally and financially sustainable. We create significant value by leveraging innovative development financing and bring together the impact business owners, development partners, investors and prominent public institutions to chart a new course towards collaborative investment models. We enable established companies and development partners to scale and amplify their performance while generating measurable and sustainable social and environmental impacts.

PLATFORM has always recognised the importance of effective people management as a key source of strategic strength and competitive advantage. Our team combines former managers, advisors and practitioners from international organizations (e.g. UNDP, World Bank Group and Oxfam) and private sector actors (e.g. Ernst and Young Consulting, UOB, Private Equity Funds and Social Entrepreneurs).

About You

- Δ You are looking for internship experience to develop both investment and social development skillsets in the ASEAN region, and have a willingness to be based in Phnom Penh – Cambodia.
- Δ You're ambitious and want to progress your career, and you demonstrate your management ability on a daily basis by helping your colleagues in any way you can.
- Δ You're likeable and approachable, get on well with most people, and know how to have fun at work as well as outside of work.
- Δ You know that age, gender, religion etc are not relevant to recruitment decisions, and you have a great attitude which fits our core values – integrity, respect, excellence, knowledge, and innovation.
- Δ And finally, you want to be part of a fast-growing, ambitious, intelligent team of social impact financial professionals, focused on always being the best at what we do, and making a significant positive impact on the world.

Is this a good description of you? If so, we want to talk to you! We have a Finance & Tax Administration internship position available immediately and we'd love you to apply!

Admin/Finance/Tax/Compliance (Internship)

Pre-requisites:

- ✓ Diploma or higher qualification in Accounting, Finance, Tax area or any related studies
- ✓ Knowledge of Cambodian accounting, tax & compliance standards
- ✓ Good command of English
- ✓ Proficient in Microsoft Office Applications

Area of Responsibility:

- Day to day administrative support
- To keep record and to maintain operational bookkeeping
- Organise and manage the Executives' schedule, calendar, expenses and budget
- Prepare meeting agenda and make arrangement for meetings
- Assisting in compliance functions in relation to reporting to the government departments

To apply, email villya@platform-impact.com with your CV and cover letter today!