

Role Description



Consultant, Accounting & Tax Practice (Phnom Penh)

Overview:

DFDL is a leading international law firm specialized in emerging markets with regional legal, tax and advisory investment expertise developed throughout the Mekong region (Cambodia, the Lao PDR, Myanmar, Thailand, and Vietnam), Bangladesh, and Singapore and a dedicated focus on South and Southeast Asia, and beyond.

With a team of over 140 local and foreign lawyers and advisers in ten offices in Asia, and three collaborating firms in Cambodia, Indonesia and the Philippines, we provide unique value propositions and innovative solutions to our clients, with a particular focus on:

- Banking and Finance;
- Corporate;
- Mergers and Acquisitions;
- Energy, Mining and Infrastructure;
- Real Estate and Construction; and
- Taxation.

Position

Due to its fast growing in Tax practice, DFDL is now seeking for **Consultant, Accounting & Tax Practice** to join its team in Cambodia. Recently presented with the prestigious award of Cambodian Tax Firm of the year by the International Tax Review, we are looking for individuals with a passion for tax and a thirst for knowledge.

It is an exciting time to be advising on tax in Cambodia and if you want to be part of a dynamic practice that is at the forefront of recent tax developments then we welcome you to apply for this position.

Reports to:	Manager, Accounting & Tax Practice
Key relationships:	Clients, Government Ministries, and Business Associations
Salary range:	Competitive, commensurate with experience and qualifications
Position type:	Full time
Commencement:	As soon as possible
Applicants eligible:	Any qualified candidate residing in Cambodia
Location:	Phnom Penh, Cambodia.

Main duties of the role:

- Assist client to set up new registration with tax and set up the accounting system;
- Assist client to prepare the accounting documents and secretary services (manage accounting documents) which ensure the accounting document are kept in good order and properly filed in accordance with policies;
- Assist to review and prepare the daily bookkeeping with proper supporting documents;
- Assist to prepare the financial and management reporting;
- Provide the accounting and tax advisory support to clients;
- Assist to prepare the consolidation, acquisition accounting, revenue recognition, and leasing;

Excellence · Creativity · Trust
Since 1994

No 30, Norodom Boulevard
4th Floor BRED Bank Building
Sangkat Phsar Thmey 3, Khan Daun Penh (PO Box 7)
Phnom Penh, Cambodia

t: +855 23 210 400
f: +855 23 214 053
e: cambodia@dfd.com

Role Description



Consultant, Accounting & Tax Practice (Phnom Penh)

- Assist client in preparing the accounting plan and support in implementation of changes to the accounting systems;
- Help develop firm thought-ware on technical tax, accounting and financial reporting matters;
- Participate in professional development and Firm administrative activities as requested; and
- Other tasks not specifically listed in this document may be assigned to you from time to time.

Skills, Knowledge & Experience Required: ("Selection Criteria")

Essential skills & experience:

- Holds a tertiary degree in Tax & Accounting, or another degree that includes significant studies in these disciplines;
- Has work experience in the Tax & Accounting field, or other related positions;
- Has excellent communication skills in spoken and written English;
- Has an enthusiastic attitude towards building a career;
- Demonstrates the ability to take initiative and pay close attention to detail;
- Honesty, reliability, and a commitment to strict confidentiality;
- Is self-motivated and is committed to self-improvement; and
- Microsoft Office – Word, Excel and Outlook.

Desirable skills & experience:

- Prior experience working at a professional service company is an advantage;
- Prior experience working in a multicultural workplace is an advantage;
- Friendly and approachable, with good people skills; and
- Languages other than English and Khmer would be an advantage.

Contact Details

Applications should be submitted by email or by hand to:

Ms. Vanndareth Leng

DFDL Mekong (Cambodia) Co., Ltd.

№ 30, Norodom Boulevard, 4th Floor BRED Bank Building

Sangkat Phsar Thmey 3, Khan Daun Penh (PO Box 7), Phnom Penh, Cambodia.

Email: careers@dfdl.com/vanndareth.leng@dfdl.com

Website: www.dfdl.com

Link to our online job announcement: <https://apply.workable.com/dfdl/j/3311CF562B/>

Applications should include a curriculum vitae or resume, accompanied by a covering letter outlining the candidate's interest in and suitability for the position.

All applications and expressions of interest will be treated confidentially, being reviewed only by DFDL Senior Management and Human Resources team.

Please note that this position is open until filled. Applications will be reviewed and processed on a rolling basis and only shortlisted candidates will be contacted.