

Role Description

Billing Accountant



Overview:

DFDL is a leading international law firm specialized in emerging markets with regional legal, tax and investment advisory expertise developed throughout the South and Southeast Asia, and beyond.

With a team of over 150 local and foreign advisers in 9 countries (Cambodia, the Lao PDR, Myanmar, Thailand, Vietnam, Singapore, Bangladesh, Indonesia and the Philippines) including the collaborating firms, 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
- Taxation

Position

We are looking to recruit a **Billing Accountant** to be based out of the firm's headquarters in Phnom Penh, Cambodia.

The successful candidate will have the opportunity to work in a multi-cultural environment with career development and personal growth opportunities.

Report to:	Billing Supervisor, Finance Manager.
Key internal relationships:	Partners, Project Managers, and Finance Managers.
Key external relationships:	Potentially clients.
Salary range:	Competitive, varying based on the qualifications and experience of the successful applicant.
Position type:	Full time.
Commencement:	As soon as possible.
Applicants eligible:	Any experienced candidate residing in Cambodia.
Location:	Phnom Penh, Cambodia.

Role Description

Billing Accountant



Main duties of the role:

- Report to and take instructions from the Project Managers, Billing Supervisor, and Finance Manager;
- Create new clients and matters in the system as requested by Project Managers from the assigned Business Units;
- Enter timesheet for Project Managers, and/or client disbursements into the system accurately and in a timely manner;
- Ensure the accuracy and timeliness of recording timesheet, and billing to the Business Units;
- Ensure all billing activities (Pre-Bill Summary, Pre-Bill, and Bill) are properly produced and make any corrections or adjustments as instructed by Project Managers' and/or the Billing Supervisor;
- Update Client & Matter details as instructed by Clients and relevant staff such as billing contacts and addresses;
- Maintain Client files and ensure all related documents are in proper filing and easy tracking;
- Liaise with Project Managers from the Business Unit regarding billing activities;
- Liaise with clients on billing activities as instructed by Project Managers;
- 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

Essential skills & experience:

- Hold a tertiary degree;
- Demonstrate a good approach to problem solving, including lateral thinking ability;
- 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;
- Outstanding organizational and time management skills;
- Ability to multitask and prioritize daily workload; and
- Proficient with Microsoft Office – Excel, Word, and Outlook.

Desired skills & experience:

- Friendly and approachable, with good people skills.
- Knowledge of administrative and clerical procedures.
- Languages other than English and Khmer would be an advantage.

Contact Details

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.

Application shall be emailed to: careers@dfd.com

Website: www.dfd.com

Telephone: +855 23 210 400.

Link to our online job announcement: <https://apply.workable.com/dfd/i/4B412A7A0F/>

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

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.