

Role Description

Accountant (Phnom Penh)



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 an **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.

Reports to:	Accounting Manager, Finance Manager
Key external relationships:	Clients, Government Ministries, Chambers of Commerce, Partners, Project Managers, and Finance Managers
Key internal relationships:	Potentially clients
Salary range:	Competitive, varying based on the qualifications and experience of the successful applicant.
Position type:	Full Time – Regular
Applicants eligible:	Local residents
Working Hour	Mon-Fri, 8am –12pm and 2pm – 6pm
Location:	Phnom Penh, Cambodia

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Main duties of the role:

- Report to and take instructions from the Accounting Manager and Finance Manager;
- Posting accounting entries and general Journal entry into the system;
- Performing banking activities such as deposit, withdrawal, and transfer;
- Posting client disbursements into the system on a timely manner;
- Receiving Cheque and cash payments from client by returning of receipt;
- Posting all payments of invoices received and all disbursement made into the system;
- Handling petty cash fund and reimbursement;
- Daily update cash book, petty cash and reconcile all bank accounts and statements;
- Processing monthly tax return for the company;
- Reconciles all GL account to sub-control accounts and control accounts;
- Opening and closing company bank account activities (if any);
- Prepare ad hoc accounting reports as required;
- Undertake other duties as may be required from time to time;

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 accounting and procedures.
- Languages other than English and Khmer would be an advantage.

Contact Details

Applications should be submitted by email or by hand:

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.

HR Department: Careers@dfd.com

Website: www.dfd.com

Online job announcement: <https://apply.workable.com/dfd/j/5D0E4E53AF/>

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 and reviewed only by DFDL Senior Management and the 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.**