

# Role Description

## Regional Audit Senior - Liaison Officer



### 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 for a **Regional Audit Senior - Liaison Officer** to be based in Phnom Penh, Cambodia.

<b>Reports to:</b>	Regional CFO, Regional Financial Controller
<b>Key external relationships:</b>	Clients, Government Ministries, Chambers of Commerce, Business Associations
<b>Key internal relationships:</b>	Head of the Regional and Cambodian Tax Practice, Taxation & Accounting team, Partners and Advisers, Managing Director, Deputy Managing Directors, Senior Managers
<b>Salary range:</b>	4,000 USD per month
<b>Position type:</b>	4 Month Contract
<b>Applicants eligible:</b>	All
<b>Working Hour</b>	Mon-Fri, 8am –12pm and 2pm – 6pm
<b>Location:</b>	Phnom Penh, Cambodia

# Role Description

## Audit Senior - Liaison Officer (Phnom Penh)



### ***Main duties of the role***

- Responsibilities
- Oversee the auditing processes and review audit submissions from local Finance to both regional finance and to local auditors
- Assist local Finance managers in responding to audit queries and completion of audit templates.
- Review office progress and act on inefficiencies as soon as possible.
- Ensure all audit timelines are achieved
- Present any internal audit findings and find ways to increase compliance and efficiency

### ***Essential skills & proficiency***

- Proven experience as an auditor
- In-depth understanding of auditing and control practices
- Updated knowledge of applicable laws and regulations
- Proficient in MS Office (especially Excel) and accounting software
- Strong mathematical and analytical skills
- Attention to detail
- Organizational and leadership abilities
- Integrity and reliability
- BSc/BA in Accounting or Finance; master's degree and professional certification (ACCA) is a plus.

### ***Desirable:***

- Prior experience working at a professional services firm is an advantage;
- Prior experience working in a multicultural workplace is an advantage;
- Friendly and approachable, with good people skills.

### ***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.

Email: [Careers@dfd.com](mailto:Careers@dfd.com)

Website: [www.dfd.com](http://www.dfd.com)

Workable: <https://apply.workable.com/dfd/j/9C059A29A8/>

*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.***