

# Role Description

## Junior Billing 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 a **Junior 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.

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

### 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;
- Update Client & Matter details as instructed by Clients and relevant staff such as billing contacts and addresses;
- Enter timesheet for Project Managers, and/or client disbursements into the system accurately and in a timely manner;
- 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;
- 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;

**Excellence · Creativity · Trust**  
Since 1994

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## Role Description



### Junior Billing Accountant (Phnom Penh)

- 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.

#### 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

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](mailto:Careers@dfd.com)

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

Online job announcement: <https://apply.workable.com/dfd/j/B77F0A1C8C/>

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.**