

Role Description

Regional Billing Accountant (Phnom Penh)



Overview

DFDL is a leading ASEAN with offices (or collaborating firms) in Cambodia, the Lao PDR, Myanmar, Thailand, Vietnam, Philippines, Indonesia, Bangladesh, and Singapore.

As a full-service firm, DFDL provides legal and tax services across a variety of industry sectors. To better serve our clients' business needs, we have also organized our expertise into the following practice groups:

- Aviation
- Banking, Finance and Technology
- Corporate and Commercial
- Compliance and Investigations
- Dispute Resolution
- Mergers and Acquisitions
- Energy, Mining and Infrastructure
- Real Estate and Construction
- Employment and Labor
- Taxation

Position:

We are looking to recruit a **Regional 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.

Reports to:	Regional Billing Supervisor/ 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 Project Managers (PM), Billing Supervisor;
- 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 such as fee arrangement, 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;
- Keeping up with accounting standards
- Participate in professional development and Firm administrative activities as requested; and
- Other tasks not specifically listed in this document may be assigned 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 to:

Email: Careers@dfd.com

Website: www.dfd.com

Online: <https://apply.workable.com/dfd/j/A987D2CED0/>

Applications should include a curriculum vitae 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.***