

# Role Description

## Senior Tax Consultant (Phnom Penh)



### Overview:

DFDL is a leading international law firm specialized in emerging markets with regional legal, tax and advisory investment 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 and Accounting

For the third year running DFDL has been awarded with the Cambodia Tax Firm of the Year title from the International Tax Review (ITR), an industry-leading tax publication. In addition, DFDL was also awarded as the Cambodia Tax Disputes firm of the year for the second consecutive year from the ITR.

### Position:

Due to its fast-growing Tax Practice, DFDL is now seeking a **Senior Tax Consultant** to join its team in Cambodia. The Cambodia Tax Practice is recognized widely as a market leader and we are looking for individuals with a passion for tax and a thirst for knowledge.

<b>Reports to:</b>	Tax Manager
<b>Key external relationships:</b>	Clients, General Department of Taxation, Ministries, Chamber of Commerce, Business Associations, etc.
<b>Key internal relationships:</b>	Partners, Directors, Senior Managers, Managers and other staff.
<b>Salary range:</b>	Competitive, commensurate with qualifications and experience
<b>Position type:</b>	Full Time – Regular
<b>Applicants eligible:</b>	Any qualified candidate
<b>Working hours:</b>	Monday to Friday, 8am – noon and 2pm – 6pm
<b>Location:</b>	Phnom Penh – Cambodia

**Excellence · Creativity · Trust**  
Since 1994

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### **Main duties:**

The following are the key duties and responsibilities that will be expected from a Senior Tax Consultant:

- Report to and take instructions from the Tax Manager, Tax Director and Tax Partner(s);
- Advise clients on all aspects of Cambodian tax regulations, ranging from international tax planning, corporate tax planning, tax strategy, real estate tax structuring, mergers & acquisitions, tax due diligence to general tax matters;
- Undertake all activities typical of a Senior Tax Consultant, including drafting letters of advice, tax opinions and other instruments;
- Draft and deliver fee proposals, keep accurate time records, review and revise invoices, and assist in the collection of outstanding invoices;
- Peer review the work of other tax staff and provide constructive feedback as necessary;
- Supervise and provide leadership and coaching to more junior tax staff and other staff;
- Design and participate actively in the Firm's business development efforts, including, building client relationships, improving government relations, and participating in various chambers of commerce, business clubs, and other relevant groups. Write articles and other documents related to tax and customs for the Firm marketing purposes, and conduct training and seminars when requested by the Firm;
- Participate in knowledge management, professional development, and the Firm's administrative activities as requested; and
- Undertake other duties as may be required of you from time to time.

More specifically, the Senior Tax Consultant will undertake the following tasks:

- Assist with tax audit matters;
- Research tax regulations;
- Review documentation provided by client;
- Drafting protest letters;
- Keep up to date with any developments relating to tax and customs laws, regulations and practice;
- Research tax and customs related issues exclusively on behalf of the Firm and to clients of the Firm;
- Deal and communicate with the General Department of Taxation and Customs officials, especially with Tax Audit officers; and
- Translate documentation from Khmer to English and English to Khmer.

### **Skills, Knowledge & Experience Required**

- University level qualifications in Tax, Law, Accounting and/or professional qualifications;
- CAT or ACCA accreditation is a plus;
- Minimum 4-6 years of experience;
- Big 4/ top law firm experience or a Tax or Accounting firm/position will be highly regarded;
- Experience of advising international tax and inbound tax planning in Cambodia is a plus;
- General knowledge of transfer pricing principles and application or willingness to develop such knowledge;
- Proactive and attention to details is a requirement;
- Excellent time management and organization skills;
- Good people management skills;
- Passion for tax is a must;
- Experience in managing and enhancing client relationships; and
- Proficient in both spoken and written English.

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### Contact Details

#### DFDL Mekong (Cambodia) Co., Ltd.

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

Telephone: +855 23 210 400

Link to our online job announcement: <https://dfd.workable.com/jobs/1115542>

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.

All applications and expression of interest will be treated confidentially, being reviewed only by DFDL Senior Management and Human Resources team members.

Applications will be reviewed and processed on a rolling basis and only shortlisted candidates will be contacted.

*"Tax services required to be undertaken by a licensed tax agent in Cambodia are provided by Mekong Tax Services Co., Ltd, a member of DFDL and licensed as a Cambodian tax agent under license number – TA201701018".*