

# Role Description

## Regional Billing and Compliance Supervisor



### **Overview:**

DFDL is a leading international law firm specialized in emerging markets with regional legal, tax and investment expertise advisory developed throughout the South and Southeast Asia, and beyond.

With a team of over 150 local and foreign advisers and over 150 support personnel across 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
- Employment
- Mergers and Acquisitions
- Energy, Mining and Infrastructure
- Real Estate and Construction
- Taxation

### **Position:**

We are looking for a **Regional Billing and Compliance Supervisor** to support DFDL in Vietnam.

<b>Reports to:</b>	Chief Operating Officer (the “COO”)
<b>Key external relationships:</b>	Service providers and external consultants
<b>Key internal relationships:</b>	Managing Partner, Managing Directors, Partners, the Firm Management Committee, and the Chief Executive Officer and his team;
<b>Salary range:</b>	Competitive commensurate with experience and qualifications
<b>Position type:</b>	Full Time – Regular
<b>Location:</b>	Vietnam
<b>Commencement:</b>	ASAP

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

- Manage the daily activities of the billing team throughout the region and ensure the operating needs are met;
- Conduct and coordinate the clean-up of all work in progress (WIP) matters across business units;
- Ensure all billing activities (Pre-Bill Summary, Pre-Bill, and Bill) are properly presented and reported by the billing team and instruct the team to make any corrections or adjustment as instructed by the Project Manager and/or the Regional Financial Controller;
- Oversee Client Intake and Matter Opening Process – for completeness, accuracy and compliance;
- Coordinate collection of client information as part of KYC Process;
- Coordinate client intake screening for Conflict Checks, Sanctions or other;

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# Regional Compliance Coordinator



- Update Client & Matter details such as fee arrangement, billing entity and contact.
- In collaboration with the Regional HR Manager, ensure the accuracy and timeliness of time entries recording, billing and reporting. Enter timesheet for Project Managers, and/or client disbursements into the system accurately and in a timely manner;
- Supervise setting up E-billings in collaboration with the Collections team as required.
- Liaise with Project Managers from the Business Unit regarding billing activities;
- Liaise and Provide support to clients, Project Managers, Partners, and Billing Accountants across Business Units on billing activities. Being the contact point for all billing issue.
- Oversee and ensure all invoices (bill) are produced accurately and sent to the clients in a timely manner.
- Coach and develop the members of the billing teams in the region regarding the billing process and the system.
- Keeping up with accounting standards
- Other tasks not specifically listed in this document may be assigned from time to time

## ***Competencies Knowledge & experience***

- Bachelor's Degree in Accounting, Law, Business or highly relevant field;
- Three to five years of experience in related field;
- Working knowledge of compliance issues;
- Proven understanding of risk assessment and mitigation;
- Strong statistical analysis skills;
- Familiarity with computer and necessary software;
- Outstanding written and verbal communication abilities in English;
- Detail-oriented and well-organized;
- Strong problem-solving skills;
- Ability to foster strong relationships;
- Research and reporting skills;
- Ability to work under pressure and meet deadlines; and
- Ability to work independently and as part of a team.

## ***Contact Details:***

Applications should be submitted by email to:

Regional HR Department: [Careers@dfd.com](mailto:Careers@dfd.com)

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

Link to our online job announcement: <https://apply.workable.com/dfd/j/3D8F8715BE/>

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