

Role Description

Finance Supervisor



Overview:

DFDL is a leading international law firm specialized in emerging markets with regional legal, tax and advisory investment expertise developed throughout the Mekong region (Cambodia, the Lao PDR, Myanmar, Thailand, and Vietnam), Bangladesh, and Singapore and a dedicated focus on South and Southeast Asia, and beyond.

With a team of over 140 local and foreign lawyers and advisers in ten offices in Asia, and three collaborating firms in Cambodia, Indonesia and the Philippines, 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; and
- Taxation.

Position:

We are looking to recruit a **Finance Supervisor (Treasury / Operational Finance)** to be based out of the Firm's headquarters in Phnom Penh, Cambodia.

Reports to:	Senior Regional Financial Controller
Key external relationships:	Current and potential employees and cooperate with Senior Partners
Key internal relationships:	Managers, Project Managers, Partners and other support staff
Salary range:	Competitive, varying based on the qualifications and experience of the successful applicant
Position type:	Full Time – Regular
Applicants eligible:	Cambodians
Working hours:	Monday to Friday, 8am – 12pm and 2pm – 6pm
Location:	Phnom Penh - Cambodia

Main duties:

- Prepare Group Consolidated cash flow forecasting on a weekly basis.
- Review day to day banking activities.
- Manage bank reconciliation process. Provide guidance to staff to solve issues, improve processes.
- Review cash journal entries.
- Ensure adequate internal controls over treasury processes.
- Assist with month, quarter, and year-end close process and Financial Reporting for Regional offices.
- Assist with external audits.
- Ensure adequate internal controls are in place at Regional offices
- Ensure Regional office policies are in line with group policies
- Liaise with different business units accountants on improving reporting

Excellence · Creativity · Trust
Since 1994

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cambodia@dfd.com

Role Description

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Skills, Knowledge, and Experience Required:

Essential:

- Proficiency with Excel is required
- PC Skills: Word, and PowerPoint
- REQUIRED: Excellent communication and interpersonal skills.
- REQUIRED: Ability to work cooperatively and collaboratively with all levels of employees, management, and external partners to maximize performance, creativity, problem solving and results.
- REQUIRED: Ability to act and operate independently with minimal daily direction from manager to accomplish objectives
- REQUIRED: Highly proficient in English, both oral and written.
- Highly detail oriented and organized in work
- Ability to meet assigned deadlines.

Desirable:

- Bachelor's or higher degree in Accounting or Finance
- Strong understanding of Cash Flow management and associated GAAP accounting theory
- 3+ years accounting/finance experience
- Part Qualified ACCA or equivalent is preferred but not essential

Contact Details

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@dfdl.com

Website: www.dfdl.com

Telephone: +855 23 210 400 / Mobile: +855 78 222 603

Link to our online job announcement: <https://dfdl.workable.com/jobs/851297>

Applications should include a curriculum vitae or resume, accompanied by a covering letter outlining the candidate's interest in and suitability for the position.

Application shall be emailed to careers@dfdl.com or submit in person to **Mr. VA Rithy, Regional Human Resources & Admin Officer.**

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