

# Role Description

## Regional Accounting Officer



### 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 **Regional Accounting Officer** to be based out of the Firms headquarters in Phnom Penh, Cambodia.

The **Regional Accounting Officer** is responsible for operating with accounting team across the region ensuring maximum efficiency of the daily accounting operations and adherence to all policies and procedures of DFDL.

<b>Reports to:</b>	Regional Financial Controller
<b>Key relationships:</b>	Chief Financial Officer, Regional Financial Controller, Regional Financial Analyst, Collections Manager, Office Managers, Finance Managers, and Finance and Accounting Staff
<b>Salary range:</b>	Competitive, commensurate with experience and qualifications
<b>Position type:</b>	Full time
<b>Commencement:</b>	September 2018
<b>Location:</b>	Phnom Penh, Cambodia.

### Job Description

#### Responsibilities:

#### Main tasks and activities:

**Excellence · Creativity · Trust**  
Since 1994

No 30, Norodom Boulevard  
4<sup>th</sup> Floor BRED Bank Building  
Sangkat Phsar Thmey 3, Khan Daun Penh (PO Box 7)  
Phnom Penh, Cambodia

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cambodia@dfd.com

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- Maintain bookkeeping of assigned offices;
- Maintain fixed asset listing for assigned offices and record amortization, and depreciation entries on a monthly basis;
- Maintain prepayment schedules and do the amortization on a monthly basis;
- Maintain accrual listing and make any adjustments if required;
- Reconcile all Balance Sheet items from the schedule to General Ledger and Sub-Ledger where necessary and make any necessary adjustments if required;
- Ensure cash books are reconciled and updated regularly basis;
- Prepare group weekly, monthly, quarterly and yearly financial reports to submit to Group;
- Prepare weekly, quarterly and yearly cash flow and cash snapshot for Group;
- Prepare all weekly, monthly, and quarterly Key Performance Indicator (KPI) reports and provide analysis to the management;
- Assist with audit queries and coordinate with the external auditors;
- Perform conflict check as requested by Project Managers (PMs) and others;
- Ensure the proper filling of pertinent documents; and
- Undertake other duties as may be required of you from time to time.

### Technical skills

- Bachelor's degree in Accounting/Finance
- Pursuing CAT/ACCA is preferable
- Some knowledge with IAS/IFRS

### Personal qualities

- Achieves results through teamwork
- Strong organizational, communication and management skills
- Possess good verbal and written English communications skills
- Executes with excellence
- Proactive and self-motivated
- Makes a continuous effort to broaden personal knowledge and skills to become more effective in this role
- Demonstrates good time management skills
- Demonstrates good coaching skill

### Prior experience

- At least 2 years of relevant working experience in Accounting, finance and auditing and prior experience with audit firm would be an asset.

### Desirable

- Demonstrates proficiency with MS Excel spreadsheets, including advanced features such as pivot tables, charts and graphs and formulas proficiency in MS Word and PowerPoint.

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### *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@dfd.com](mailto:careers@dfd.com)

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

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

Link to our online job announcement: <https://dfd.workable.com/jobs/782335>

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@dfd.com](mailto:careers@dfd.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.