

### 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
- Employment
- Taxation

### Position

DFDL is now seeking to hire an experienced and talented individual for the position of a Regional Billing Accountant to join our team.

<b>Reports to:</b>	Regional Billing Supervisor
<b>Key internal relationships:</b>	Senior Regional Financial controller, Regional Financial Controller, Regional Billing Supervisor and the Regional Finance team
<b>Salary range:</b>	Competitive, commensurate with experience and qualifications
<b>Position type:</b>	Full time
<b>Commencement:</b>	As soon as possible
<b>Applicants eligible:</b>	Any qualified candidate residing in Cambodia
<b>Location:</b>	Phnom Penh, Cambodia.

### Main duties of the role:

This role's primary duties and responsibilities are:

- Report to and take instructions from the Project Managers (PM) and the Regional Billing Supervisor;
- Create new clients and matters in the system as requested by Project Managers from the assigned Business Units;
- Enter a timesheet for Project Managers, and/or client disbursements into the system accurately and in a timely manner;
- Ensure the accuracy and timeliness of recording a 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 Regional Billing Supervisor;

## Role Description

### Regional Billing Accountant (Phnom Penh)

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- Update Client & Matter details such as a 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.

#### ***Skills, Knowledge & Experience Required: (“Selection Criteria”)***

##### **Essential skills & experience:**

- At least 1 year working experience in the accounting field
- Prior knowledge in billing
- 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
- Honesty, reliability, and a commitment to strict confidentiality
- Self-motivated and committed to self-improvement

##### **Desirable skills & experience:**

- Experience working in a multicultural workplace
- Friendly and approachable with good people skills
- Languages other than English and Khmer

##### **Contact Details**

Applications should be submitted by email:

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

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

Applications should include a curriculum vitae or resume, 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, being reviewed only by DFDL Senior Management and 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.