

Role Description

Regional Billing 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 **Regional Billing Supervisor** to be based out of the Firms headquarters in Phnom Penh, Cambodia.

The **Regional Billing Supervisor** is primarily responsible for supervising the billing team across the region ensuring maximum efficiency of the daily billing operations and adherence to all policies and procedures of DFDL. The **Regional Billing Supervisor** shall also assist in accounts receivable portfolios and other reporting.

Reports to:	Regional Financial Controller
Key relationships:	Chief Financial Officer, Regional Financial Controller, Regional Financial Analyst, Collections Manager, Office Managers, Finance Managers, and Finance and Billing Staff
Salary range:	Competitive, commensurate with experience and qualifications
Position type:	Full time
Commencement:	2 nd Quarter 2018
Location:	Phnom Penh, Cambodia.

Job Description

Responsibilities:

Main tasks and activities:

- Manage the daily activities of the billing team throughout the region and ensure operating needs are met.
- Conduct and coordinate the clean-up of all work in progress (WIP) matters across business units.
- Conduct the revenue analysis as required by Project Managers and/or the Regional Financial Controller.
- Assist in setting up E-billings in collaboration with the Collections Manager as required.

Excellence · Creativity · Trust
Since 1994

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

t: +855 23 210 400
f: +855 23 214 053
e: cambodia@dfd.com

Role Description

Regional Billing Supervisor



- 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 adjustments as instructed by Project Managers and/or the Regional Financial Controller.
- Oversee and ensure all invoices are produced accurately and sent to the clients in both softcopy and hardcopy in a timely manner.
- Review and evaluate the performance of the billing team in order to ensure quality output.
- Provide support to clients, Project Managers, Partners, and Billing Accountants/Coordinators across business units.
- Efficiently produce reports related to accounts receivables and client trust statements periodically as and when required and upon request.
- Ensure the accuracy and timeliness of time entries recording, billing and reporting.
- Coach and develop the members of the Billing team in the region regarding the billing process and the system.
- Being the contact point for all billing issues
- Foster a healthy working environment within the team and beyond.
- Perform other job related duties, as necessary.

Technical skills

- Bachelor's degree in Accounting/Finance

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 five years of relevant working experience in the billing function.

Desirable

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

Role Description

Regional Billing Supervisor



Contact Details

DFDL Mekong (Cambodia) Co., Ltd.

No 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/710756>

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. Keo SereyChan, Human Resources** or **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.