

### 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
- Compliance and Investigation
- 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>Report to:</b>	Regional Financial Controller
<b>Key internal relationships:</b>	Regional Finance team and Finance Managers of each DFDL office
<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:

- 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
- Create new clients and matters in the system as requested by Project Managers from the assigned 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
- Update Client & Matter details such as fee arrangement, billing entity and contact
- Maintain Client files and ensure all related documents are in proper filing and easy tracking

### Regional Billing Supervisor (Phnom Penh)

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- 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;
- Assist in setting up E-billings in collaboration with the Collections team as required
- Liaise with Project Managers from the Business Units regarding billing activities
- Liaise and provide support to clients, Project Managers, Partners, and Billing Accountants across Business Units on billing activities as a main contact point for all billing issues
- Oversee and ensure all invoices (bill) are produced accurately and sent to clients in a timely manner
- Coach and develop the members of the billing teams in the region regarding the billing process and the system
- Review and evaluate the performance of the billing team
- Keeping up with accounting standards
- Participate in professional development and Firm administrative activities as requested
- 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 3 years working experience in billing functions
- Strong knowledge in finance and a good experience 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 at a professional services company
- 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@dfdl.com](mailto:careers@dfdl.com)

Website: [www.dfdl.com](http://www.dfdl.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.