

Role Description

Regional Compliance Coordinator



Overview:

DFDL is a leading international law firm specialized in emerging markets with regional legal, tax and investment expertise advisory developed throughout the South and Southeast Asia, and beyond.

With a team of over 150 local and foreign advisers and over 150 support personnel across 9 countries (Cambodia, the Lao PDR, Myanmar, Thailand, Vietnam, Singapore, Bangladesh, Indonesia and the Philippines) including the collaborating firms, we provide unique value propositions and innovative solutions to our clients, with a particular focus on:

- Banking and Finance
- Corporate
- Employment
- Mergers and Acquisitions
- Energy, Mining and Infrastructure
- Real Estate and Construction
- Taxation

Position:

We are looking for a **Compliance Coordinator** to support DFDL in Phnom Penh, Cambodia.

Reports to:	Chief Operating Officer (the “COO”)
Key external relationships:	Service providers and external consultants
Key internal relationships:	Managing Partner, Managing Directors, Partners, the Firm Management Committee, and the Chief Executive Officer and his team;
Salary range:	Competitive commensurate with experience and qualifications
Position type:	Full Time – Regular
Commencement:	1 st March 2020

Primary Responsibilities of the role

The primary responsibility of this position is to review, develop and implement policies and procedures related to areas of risk and compliance at a legal advisory firm. This requires a highly-analytical professional to understand and champion DFDL operations, reporting and business practices, with the purpose to ensure policies and procedures are in compliance with regulatory and ethical standards

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Main duties of the role

- In collaboration with the COO, identify and assess areas of significant business risk;
- Review and report compliance requirements, breaches and exposures, notably related to
 - Corporate Documentation completeness and accuracy across multiple jurisdictions;
 - Corporate filings & records maintenance obligations across multiple jurisdictions
- Develop, implement and maintain policies and procedures in accordance with best practices;
- Review processes to ensure compliance with Policies, Guidelines & Procedures;
- Train employees across the region on compliance guidelines, requirements and standards;
- Conduct ad hoc investigations into identified or reported risks;
- Compile and analyze information to prepare compliance audit result & action items;
- Collect and coordinate internal compliance data across the firm;
- Support various departments by collecting and coordinating internal compliance actions;
- Ensure complete, accurate and timely information be reported to Management;
- Analyze existing and new legislation impact on internal policies;
- Stay current on industry standards through continuing education & publications; and
- Maintain the firm's knowledge through training & information access and dissemination.

Competencies Knowledge & experience

- Bachelor's Degree in Accounting, Law, Business or highly relevant field;
- Three to five years of experience in related field;
- Working knowledge of compliance issues;
- Proven understanding of risk assessment and mitigation;
- Strong statistical analysis skills;
- Familiarity with computer and necessary software;
- Outstanding written and verbal communication abilities in English;
- Detail-oriented and well-organized;
- Strong problem-solving skills;
- Ability to foster strong relationships;
- Research and reporting skills;
- Ability to work under pressure and meet deadlines; and
- Ability to work independently and as part of a team.

Contact Details:

Applications should be submitted by email to:

Regional HR Department: Careers@dfd.com

Website: www.dfd.com

Link to our online job announcement: <https://apply.workable.com/dfd/j/5FBDE07A4B/>

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

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.