

Role Description

Regional Finance Director



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 our **Regional Finance Director (RFD)** to provide sound financial guidance to support our aggressive growth initiatives and the Firm's rapid expansion and lead the Finance Department with 45 finance staff across Asia. Our RFD will primarily be responsible for planning, implementing, managing and controlling all financial-related activities of the Firm. This will include direct responsibility for accounting, financial planning and analysis, compliances, risk management, cash flow management, tax and strategic planning.

Our **RFD** is a leader with great technical and people skills and holds uncompromising integrity and ethical standards.

Reports to:	Chief Operating & Financial Officer (COO & CFO)
Key relationships:	COO & CFO, CEO, Partners, Directors, Advisers and other staff
Salary range:	Competitive, commensurate with experience and qualifications
Position type:	Full time
Commencement:	January 2019
Location:	Phnom Penh, Cambodia.

Responsibilities

Management and Leadership

- Plan, develop, organize, implement, direct and evaluate the Firm's fiscal function and performance;
- Evaluate the finance division structure and team plan for continual improvement of the efficiency and effectiveness of the Firm as well as provide individuals with professional and personal growth with emphasis on opportunities (where possible) of individuals;
- Define, monitor and support the implementation of the financial strategy and the Firm's strategy;
- Supervise the financial planning and budgeting process and provide leadership and direction to ensure that the Firm adequately monitors and reaches its financial targets and objectives;

Excellence · Creativity · Trust
Since 1994

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- Provide leadership, support, coaching and coordination to the finance and accounting functions of each office of the Firm, ensuring that they are adequately knowledgeable and properly equipped to fulfill the duties they are assigned and responsible for;
- Lead and develop the finance function to deliver, promote and support best finance, billing and accounting practices to clients and offices of the Firm;
- Work with the Chief Operating & Financial Officer (COO & CFO) and the Chief Executive Officer (CEO), Directors and Senior Managers across the Firm to identify and deliver effective solutions on their business needs; and
- Stay up to date with all local financial and fiscal regulatory changes which may affect DFDL.

Process and Systems

- Accountable for the firm-wide development and implementation of all finance policies and practices, and for the implementation of mechanisms to ensure compliance with local laws and other statutory requirements in the countries where the Firm operates;
- Work toward optimization of key financial indicators of the Firm, including, but not limited to improving the conversion of “work-in-progress to receivables collections” process;
- Develop and maintain systems of internal controls to safe guard financial assets of the Firm and oversee compliance to IFRS or other standards applicable, as the case may be; and
- Oversee the preparation of the annual financial statements and coordination of the activities of independent auditors of different jurisdictions ensuring all compliance issues are met.

Advisory and Specialist Services

- Provide financial advisory to the (COO & CFO), the CEO, Partners, Country Managing Directors (CMDs) and other members of the management team of the Firm to assist them in decision-making; and
- Ensure that key financial data are captured and reconciled and that regular and *ad hoc* reports and analysis are provided to the COO & CFO and/or others to facilitate effective monitoring and decision-making.

Finance Operations

- Maintain and manage a dual system of reporting related to performance and compliance (management accounts and statutory reporting);
- Supervise and coordinate the consolidation of the group financial statements in the Firm and that they are compliant with IFRS;
- Improve, coordinate and supervise the production of accurate management, statutory and group reporting on timely basis;
- Validate and control cash flow management and reporting;
- Manage the reconciliation process for all accounts in the context of statutory reporting; and
- Oversee each of the jurisdictions tax accounting and reporting and provide support in cases of tax audits and accounting activities.

Attend to other tasks not specifically listed in this document but may be assigned to you from time to time.

Essential skills & experience required

- ACCA/CPA qualified;
- 12+ years of overall experience including 5+ years in managerial (Controller/Director) role;
- Demonstrated excellence in managing finance, accounting, budgeting, control and reporting;
- Strong accounting and auditing knowledge
- Strong analytical skills and experience interpreting a strategic vision into an operational mode;

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- Expert in Microsoft Office, specifically Excel and extensive knowledge of accounting software programs;
- Strong understanding of statistics, regression, and data analysis preferred;
- Legal industry experience preferred but not required;
- Strong oral and written communication skills in English;
- Outstanding organizational skills and high attention to details;
- Strong work-ethic, detail-driven, and a commitment to doing whatever it takes to get the job done;
- Ability to prioritize, multi-task, delegate, and lead by example.

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.

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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/755611>

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. 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.