

Role Description

Senior Accounting Manager (Phnom Penh)



Overview:

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

With a team of over 150 local and foreign advisers in 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
- Mergers and Acquisitions
- Energy, Mining and Infrastructure
- Real Estate and Construction
- Taxation

Position:

We are looking to for a **Senior Accounting Manager** to be based in Phnom Penh, Cambodia.

Reports to:	Head of the Cambodia Tax Practice
Key external relationships:	Clients, Government Ministries, Chambers of Commerce, Business Associations
Key internal relationships:	Head of the Regional and Cambodian Tax Practice, Taxation & Accounting team, Partners and Advisers, Managing Director, Deputy Managing Directors, Senior Managers
Salary range:	Competitive, varying based on the qualifications and experience of the successful applicant and the needs of the Practice.
Position type:	Full Time – Regular
Applicants eligible:	Local residents
Working Hour	Mon-Fri, 8am –12pm and 2pm – 6pm
Location:	Phnom Penh, Cambodia

Role Description

Senior Accounting Manager (Phnom Penh)



Main duties of the role

- Manage the monthly, quarterly and annual accounting, bookkeeping and payroll for clients;
- Assist in managing the accounting team in Cambodia;
- Deal with client accounting queries;
- Engage in marketing and business development activities as required and directed;
- Monitor and manage budget targets;
- Draft and deliver fee proposals to clients, keep accurate time records, review and revise invoices and assist in the collection of outstanding invoices;
- Peer review the work of other accounting staff and provide constructive feedback as necessary;
- Plan and implement practical improvements to processes, particularly those relating to accounting staff and the quality of their practice that improves the efficiency and professionalism.

Essential skills & proficiency

- Holds a professional accounting qualification and at least five (5) years relevant work experience;
- Attention to detail
- Excellent time management and client management skills
- High communication skills in English (both verbal and in writing)
- Ability to work under pressure, meet deadlines and to operate in a multi-cultural environment
- Honesty, reliability, and a commitment to strict confidentiality

Desirable:

- Prior experience working at a professional services firm is an advantage;
- Prior experience working in a multicultural workplace is an advantage;
- Friendly and approachable, with good people skills; and
- Languages other than English and Khmer would be an advantage.

Contact Details

Applications should be submitted by email or by hand:

DFDL Mekong (Cambodia) Co., Ltd.

№ 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

Online: <https://apply.workable.com/dfdl/j/926B8F7BBB/>

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 and reviewed only by DFDL Senior Management and the 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.***