

Luther Luxembourg:

Luther in Luxembourg is a leading business law firm that was established in 2010. Relying on its international network, the firm's multilingual professionals advise domestic and international clients across numerous practice areas, particularly Corporate/M&A, Banking and Finance, Dispute Resolution, Investment Management, Employment, and Real Estate.

Our clients, ranging from multinational corporations, investment funds, financial institutions to private equity firms, have placed their trust in our interdisciplinary legal advice that hits the mark.

Luther employs 420 lawyers and tax advisors and is present in 10 German economic centers and has 11 international offices in European and Asian financial centers.

Luther is a founding member of unyer (www.unyer.com), a global organisation of leading professional services firms that cooperate exclusively with each other.

We are seeking to recruit an Accounting Assistant to sustain the continuous development of the firm's core practice area.

Accounting Assistant (m/f/d) Permanent Employment Agreement – part-time

Your tasks:

- issue and follow-up regular WIP reporting;
- ensure accurate & timely client invoicing in close cooperation with the partners;
- participate in the collection of receivables;
- process general bookkeeping entries (vendors, cash and clients);
- perform day-to-day accounting operations;
- provide assistance to the lawyers in our different legal departments;
- perform daily administrative tasks.

Your profile:

- **Qualification:** Bachelor's degree in finance, accounting, or related field;
- **Experience:** at least 3 years of experience as an accounting assistant in a Law firm, or other professional service firms;
- **Skills:**
 - excellent skills in Microsoft Office (Word, Excel, and PowerPoint);
 - excellent ability to communicate in a professional context and efficient manner;
 - a great sense of teamwork and ability to liaise with colleagues and service providers;

- autonomous and self-starting individual who can work both on their own initiative and within a team;
- proactive with strong organisational and time management skills;
- ability to consistently deliver high-quality work in accordance with agreed procedures and paying attention to detail.

- **Languages:** fluent English and French (written & spoken).

What we offer:

- an attractive salary package;
- a dynamic and friendly workplace;
- flexibility of work (teleworking days, flexibility of working hours);
- participation in external trainings and soft skills development, as well as organising internal trainings;
- regular team events.

Contact:

If you are ready to take your career to the next level in a multicultural, international and dynamic environment, focusing on work-life balance and continuous improvement, please send your CV and a motivation letter to the following email (lu.recruitment@luther-lawfirm.com) with the BILL-A reference.

Start date: as soon as possible